



AGENDA ENFIELD TOWN COUNCIL REGULAR MEETING

**Tuesday, January 16, 2018
7:00 PM - Council Chambers**

1. PRAYER – Ed Deni
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL.
4. FIRE EVACUATION ANNOUNCEMENT.
5. MINUTES OF PRECEDING MEETINGS.
 - Regular Meeting – January 2, 2018
 - Special Meeting – January 3, 2018
6. SPECIAL GUESTS.
 - Enfield Together Coalition
 - North Central Health District
7. PUBLIC COMMUNICATIONS AND PETITIONS.
8. COUNCILOR COMMUNICATIONS AND PETITIONS.
9. TOWN MANAGER REPORT AND COMMUNICATIONS.
 - Project and Activities Report
10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.
11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.
12. OLD BUSINESS.
 - A. Appointment(s) - Town Council Appointed.
 1. **Area 25 Cable Television Advisory Committee-** A Vacancy Exists Due to the Resignation of Stephen Moriarty (U) Expired 6/30/2014. Replacement Would be Until 6/30/2018. (Tabled 09/15/2014)
 2. **Clean Energy Committee-** A Vacancy Exists Due to the Resignation of Noah Cross (D). Replacement Would be Until 03/17/2018. (Tabled 02/21/2017)

3. **Connecticut River Assembly** – The Term of Office of William Garner, Regular (D) Expired on 01/12/2013. Reappointment or Replacement Would be Until 01/12/2019. (Tabled 02/04/2012)
4. **Connecticut River Assembly (Alternate)** - The Term of Office of Leonard Delorge Expires 01/12/2016. Replacement Would be Until 01/12/2019.(Tabled 01/19/2016)
5. **Connecticut Water Company Advisory Council Enfield Representatives-** A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2018. (Tabled 04/16/2012)
6. **Enfield Beautification Committee** – A Vacancy Exists for Todd Barsalou (R), by Resolution No 3672, Replacement Would be Until 12/01/2018. (Tabled 06/20/16)
7. **Enfield Beautification Committee** - The Term of Office of Kristine Mele (R), Expires 12/01/2016. Reappointment or Replacement Would be Until 12/01/2019. (Tabled 12/19/2016)
8. **Ethics Commission (Alternate)** – The Term of Office of Jennifer Bakowski (D), Expires 10/31/2017. Reappointment or Replacement Would be Until 10/31/2019. (Tabled 10/14/2017)
9. **Inland Wetland and Watercourse Agency (Alternate)** – A Vacancy Exists Due to the Resignation of Joseph Muller (R). Replacement Would be Until 06/30/2021. (Tabled 12/04/2017)
10. **Loan Review Committee** – The Term of Office of Jason Jones (R), Expires 12/31/2015. Reappointment or Replacement Would be Until 12/31/2017. (Tabled 12/21/2015)
11. **Loan Review Committee** - The Term of Office of Anne Brislin (R), Expires 12/31/2016. Reappointment or Replacement Would be Until 12/31/2018. (Tabled 12/19/2016)
12. **Patriot Award Committee (Veteran Council)** – The Term of Office of Philip Michaud (D), Expired 07/31/2017. Reappointment or Replacement Would Be Until 07/31/2019. (Tabled 09/18/2017)
13. **River Valley CT Central Regional Tourism District** –The Term of Office of William Hosley (R), Expired 06/30/2016. Reappointment or Replacement would be Until 06/30/2018. (Tabled 11/21/2016)
14. **Zoning Board of Appeals (Alternate)** -The Term of Office of Virginia Higley (D), Expired 12/31/2017. Reappointment or Replacement Would be Until 12/31/2017. (Tabled 12/18/2017)

B. Appointment(s) - Town Manager Appointed/Council Approved.

1. **Building Code Appeals Board** – A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2021. (Tabled 11/25/2004)
2. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2021. (Tabled 10/16/2006)

3. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 2/04/2013)
 4. **Building Code Appeals Board**- The Term of Office of Gary Sullivan,(R) Engineer Expired on 11/01/2014. Reappointment of Replacement Would be Until 11/01/2019.(Tabled 11/17/2014)
 5. **Building Code Appeals Board** – The Term of Office of William Marr (D), Professional Engineer, Expired 11/01/2016. Reappointment of Replacement Would be Until 11/01/2021. (Tabled 11/21/2016)
 6. **Fair Rent Commission (Homeowner)** – The Term of Office of Sam McGill (D) Expired 06/30/2008. Replacement Would be Until 06/30/2018.
 7. **Fair Rent Commission (Homeowner)** - The Term of Office of Amy Raymond (D), Expires 06/30/2017. Reappointment or Replacement Would be Until 06/30/2019. (Tabled 06/19/2017)
 8. **Fair Rent Commission (Tenant)** – A Vacancy Exists Due to Member Kristina Schoen (U), No Longer a Resident. Replacement Would be Until 06/30/2019. (Tabled 06/19/2017)
 9. **Housing Code Appeals Board (Alternate)** - The Term of Office of Constance P. Harmon (R), Expired on 05/01/2016. Replacement Would be Until 05/01/2021. (Tabled 05/01/2021)
 10. **Housing Code Appeals Board (Alternate)** - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2016. Replacement Would be Until 05/01/2021. (Tabled 05/01/2021)
 11. **Housing Code Appeals Board** - The Term of Office of Karen Chadderton (D), Registered Nurse, Expired 05/01/2016. Reappointment or Replacement Would be Until 05/01/2021. (Tabled 05/16/2016)
 12. **Housing Code Appeals Board**- The Term of Office of Paul Censki, Fire Marshal Expired 05/01/2017. Reappointment or Replacement Would be Until 05/01/2022. (Tabled 05/15/2017)
- C. ***Discussion/Resolution:** Resolution Dissolving the Enfield High School Renovation Committee. (Tabled 12/04/2017)
- D. **Discussion/Resolution:** Macy's Retail Holding Inc. V. Town of Enfield.(Tabled 12/18/2017)
13. **NEW BUSINESS.**
- A. **Consent Agenda – Action.**
 - B. **Appointment(s)–Town Council Appointed.**

1. **Clean Energy Committee** – A Vacancy Exists Due to the Resignation of William Farkas (D), Expired. Replacement Would be Until 03/17/2020.
2. **Hazardville Water Company Advisory Council Enfield Representative** - The Term of Office of Scott Kaupin (R) Expired 01/01/2018. Replacement Would be Until 01/01/2020.
3. **Hazardville Water Company Advisory Council Enfield Representative** - The Term of Office of Andrew Urbanowicz (U) Expired 01/01/2018. Replacement Would be Until 01/01/2020.
4. **Zoning Board of Appeals**- A Vacancy Exists due to the Resignation of Lynn Scull (D). Replacement Would be Until 12/31/2019.

C. **Appointment(s) – Town Manager Appointed/Council Approved.**

D. **Appointment(s) - P & Z Commission Appointed- Council Approved.**

14. **ITEMS FOR DISCUSSION.**

A. ****Consent Agenda – Review.**

1. **Discussion/Resolution:** Request for Transfer of funds for Youth Services \$1,500.

B. **Appointment(s) – Town Council Appointed.**

C. **Appointment(s) – Town Manager Appointed/Council Approved.**

D. **Appointment(s) – P & Z Commission Appointed- Council Approved.**

E. **Discussion/Resolution:** Resolution Authorizing the Waiving of Property Maintenance Fines and Liens for 46 Sword Avenue.

15. **MISCELLANEOUS.**

16. **PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.**

17. **COUNCILOR COMMUNICATIONS.**

18. **ADJOURNMENT.**

* **REMOVE FROM AGENDA**

** **MOVE TO MISCELLANEOUS**

*** **WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT**

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
TUESDAY, JANUARY 2, 2018**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Ludwick in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Tuesday, January 2, 2018. The meeting was called to order at 7:01 p.m.

PRAYER – The Prayer was given by Councilor Davis.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Cressotti, Davis, Falk, Ludwick, Muller, Szewczak and Unghire. Councilor Deni was absent. Also present were Town Manager, Bryan Chodkowski; Town Clerk, Suzanne Olechnicki; Town Attorney, Christopher Bromson; Director of Economic Development, Peter Bryanton; Director of Development Services, Michael Ciriello; Deputy Director of Public Works, Gregg Gabinelle; Facilities Manager, Mark Gahr; Director of Finance, John Wilcox; Chief of Police, Carl Sferrazza

FIRE EVACUATION ANNOUNCEMENT

Chairman Ludwick made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #4439 by Councilor Falk, seconded by Councilor Arnone to accept the minutes of the December 18, 2017 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4439** adopted 10-0-0.

MOTION #4440 by Councilor Arnone, seconded by Councilor Cressotti to accept the minutes of the December 18, 2017 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4440** adopted 10-0-0.

SPECIAL GUESTS

Network Against Domestic Abuse – Kathy Barron

Ms. Barron stated the Network Against Domestic Abuse is in Enfield and is a non-profit organization, and they are one of 18 domestic violence agencies within the State of Connecticut.

She noted they operate as a program member under the Connecticut Coalition Against Domestic Violence. She explained they operate under different catchment areas. She referred to a brochure, which she distributed to the Council, and this brochure talks about this organization and the different functions they have. She stated they have a safe house in Enfield, and their business office is located at 139 Hazard Avenue. She noted other towns they provide services for include Suffield, Somers, East Windsor, Windsor Locks and Stafford, however, the bulk of their clients do come from Enfield.

Ms. Barron stated this year they provided a service to 8,000 individuals. She explained a service would include such things as educating children in schools by discussing healthy relationships, healthy friendships, and how to manage anger and bullying. She noted 255 Enfield residents were provided a free service with a court victim advocate. She stated the advocate is a full-time individual in the Enfield court system and helps the victim navigate through the court system. She stated an additional 194 Enfield residents asked for services, which could be one-on-one counselling, calling the hotline, being in a safe house, or coming to a support group.

She stated her organization appreciates the support and the services that Enfield provides.

Councilor Arnone stated he sat in on an educational class provided by this organization, and they do a phenomenal job. He noted the 24X7 hotline number for this organization is 860-763-4542.

Ms. Barron stated recently the Enfield Police Department started working with her organization, and the whole State of Connecticut is in a program called LAP, which is a lethality assessment program. This program makes an assessment in individual situations to determine the best course of action. She noted the most dangerous time for a police officer to go to a home is during a domestic disturbance. She commended the Enfield Police Department for the work that they do, and she appreciates their support.

Councilor Arnone questioned how people can make a donation. Ms. Barron stated they only accept new items, and they have a wish list on their mailing list. She noted people can go to their website to get a list of items that are always needed.

PUBLIC COMMUNICATIONS & PETITIONS

Marilyn Hare – Employed at the Enfield Adult Day Center as a per diem Aide

Ms. Hare stated she has noticed a lot of changes at the Enfield Adult Day Center, and she's very worried about this center existing with up and coming changes. She recalls in the past how they fought to keep this program running. She stated some of the changes that are really concerning are the fact that the aides are no longer allowed on the bus to pick up the clients in the morning and bring them home and that out-of-towners will not be allowed to attend. She feels this will be detrimental to their budget if they don't have enough clients. She noted they also will not be allowed to take in clients with Parkinson's or Alzheimer's. She stated this is wrong because

they're supposed to be helping those seniors that need help. She noted if they don't need help, they can go to the Senior Center. She stated they've always worked very hard to keep this frail population going and staying in the community as long as they can care for them.

Ms. Hare stated there are other small changes that have occurred, and she's sure more will be coming. She noted meals have been cut back because of budget constraints. She stated there are a lot of worries for the people that work at this center.

She stated she would appreciate the Town Council giving this issue some attention. She pointed out everyone has worked so hard to keep this center up and running, and she's concerned it won't survive with these constraints.

Gina Sullivan, 11 Spier Avenue

Urged the Council to reevaluate having an aide on the Adult Day Center bus for the safety of the clients and the driver. She noted the Town shouldn't be opening itself up to any more lawsuits.

Ms. Sullivan noted at the last meeting she raised the question that if the Director and Assistant Director of Social Services will be in charge of the Adult Day Center and Senior Center, who is doing their jobs as Director and Assistant Director of Social Services. She stated the answer she received via email from the Town Manager was this:

"The administration and operation of the adult day center and senior center will continue to be a working collaboration of staff at all levels until the new fiscal and operational policy for the town are established by Council."

Ms. Sullivan stated since the Director of the Senior Center and the Director of the Adult Day Center are budgeted positions for 2017 and 2018, she's unclear why filling these positions will need to wait until "a new fiscal and operational policy for the town are established by Council". She stated her opinion this response is very vague and could lead people to believe major changes may be coming to these two areas. She urged the Council to provide details, so speculation can finally be put to rest.

She stated she also had asked the question about the Director of Social Services' experience with elder care, and if she was an RN since she seems to be overseeing the Enfield Adult Day Center and the Enfield Senior Center. She stated the answer she received via email from the Town Manager was this:

"The Director has previously served as a program manager in residential and respite programs serving the elderly, including those with dementia and traumatic brain injuries, as well as with adults of all ages with behavioral challenges, mental health issues and developmental delays. No, the Director of Social Services is not a Registered Nurse."

Ms. Sullivan stated a program manager is not a position that deals one-on-one with the elderly on a daily basis as does the Director of the Adult Day Center, the nurses and the CNA's. She noted since the Director of Social Services is not an RN, it is very concerning that someone without all the proper experience is making decisions in a leadership role over the everyday functions of the Enfield Adult Day Center.

She referred to an article in the Journal Inquirer where the Town Manager addressed questions that the Friends of the Senior Center presented at the last Town Council meeting. She noted the article states why the Friends of the Senior Center can't have their donation box at the senior center, and it was stated by the Town Manager that the Friends of the Seniors have the senior center address as their own, which they would need to change. She questioned how this is different than the Enfield Community Development Corporation, a non-profit, using the Town Hall as their address, or PTO's using each school as their address. She noted it was also stated that employees of the Senior Center were doing work for the Friends of the Senior Center, which is also not allowed, meaning utilizing Town staff in their fund-raising efforts or activities, using phones, copiers or office supplies to conduct business activities. She questioned how is that different than the Town Manager being named the Executive Director of the Enfield Community Development Corporation, which is a non-profit. She questioned if he's doing ECDC work on his private time or on Town time. She questioned how is this different than PTO's in school buildings that have secretaries sorting PTO mail, or PTO members using photocopy machines in school offices for PTO-related activities. She questioned how the Town can pay for the services for the Fourth of July Town Celebration as in-kind donations when the Town Manager is saying in the case of the Friends for the Senior Center that nothing can be done by Town employees or Town resources for a non-profit using tax dollars.

Ms. Sullivan stated Susan Lather, the former Senior Center Director, was reprimanded for \$2,000 spent on volunteers, and at the time the Town Manager said volunteers should not be getting taxpayer money. She referred to the Fourth of July Celebration and questioned whether the police presence at that event is donated by the police department, and do Building & Grounds donate their time as well.

She stated she is asking these questions for clarification purposes only. She questioned if there's bad information floating around in the public, why wouldn't the Town Council clarify these questions. She pointed out she can only go by what she sees or hears at meetings or what she reads in the newspaper. She stated if something is wrong for one non-profit, shouldn't that be uniform across all non-profits that in some way help the town. She stated her hope some information can be provided to clarify why it seems the Friends of the Seniors are being targeted. She noted any details provided by the Town Manager would be greatly appreciated and could resolve many questions.

Deborah Ferrari, 13 Aloha Drive

Stated the Adult Day Center families received a letter stating the aides will no longer be on the buses. She noted about 90% of the clients at this center have either dementia or Alzheimer's. She noted the pick-up time for her mother is between 7:30 and 8:00 a.m. She stated up until now it's been between 8:30 and 9:00 a.m. She pointed out 7:30 a.m. is very early for a person with dementia or Alzheimer's, and it's a lot to put on an already stressed family. She noted the families were not consulted about these changes, and they are using this decision more as a business model to cut costs. She questioned why this is even being done, and why is it being done in the dead of winter. She questioned why they wouldn't start such a program in the spring.

Ms. Ferrari stated she asked the Director of Social Services what would happen if someone fell and broke a hip, and she nonchalantly responded the homeowner's insurance would cover it if it happened in her driveway, but if it happened on the bus, the Town would be responsible.

She implored the Town Council to look into this, and she questioned why they have people making decisions that seem cavalier.

Arthur Cote, 103 Middle Road

Noted he is the President of the Friends of the Enfield Senior Center.

Mr. Cote stated the Friends of the Enfield Senior Center only used a copier, and that stopped in June. He noted they have ten meetings per year, which results in 300 copies per year because they usually have one sheet for the agenda and two for the minutes. He was appreciative for the use of the copier.

He noted when a donation came in, the Town would register it on an excel sheet and it would be printed out and given to the Treasurer of the Friends of the Senior Center. He stated memorial donations would be sent out to family members with a thank you note. He noted by their October 12th meeting, they took over these responsibilities.

Mr. Cote stated he has not heard from the Town about the records of the Friends of the Senior Center.

As concerns comparisons of the Friends of the Enfield Senior Center and the Friends of the Enfield Library, Mr. Cote suggested checking out enfieldpubliclibrary.org and right under the banner is a menu, and on the second line of the menu is "Friends Group", which brings you to the Friends of the Enfield Library. He noted the address is listed with the following instructions, "If you want to make a check, make it payable to the "Friends of the Enfield Library" at 104 Middle Road, which is the address of the library. He noted that's possible, but having 299 Elm Street as the address for the Friends of the Senior Center is not possible. He stated he would like to understand why that is.

Mr. Cote stated the Friends of the Enfield Senior Center has a limited amount of funds to spend, and there's no sense blocking their efforts to support the senior center in the manners prescribed by laws and regulations for a 501C3.

He stated if the Town is saying they have a budget with a \$3 to \$5 million-dollar deficit, he does not understand why the Friends of the Senior Center are being rejected.

Joshua Hamre, 52 New King Street

Stated Alcorn basketball hoops have been removed to make room for parking spaces for the Board of Education staff. He noted they get paid enough, and they can park at the commuter lot at the mall and they can take the Magic Carpet bus from the commuter lot to work. He pointed out the children use those basketball hoops during the summer months.

Mr. Hamre read an email he sent to the Town Council as follows:

"On Saturday, December 9, 2017, the boiler in our house failed with an outside temperature of around 33 degrees. I called the Enfield Neighborhood Services and left a voice mail explaining the situation. Enfield Neighborhood Services was helpful in the past when their sewer line collapsed, and they took care of everything. I spoke to someone in that department on December 11th, and they provided the information that the program that was in place is no longer, and they redirected me to the Enfield Community Development Office where I spoke with Dawn, who explained there's a program designed to help with this kind of emergency repair, and she explained that there would be an income requirement that would impact their eligibility as well as a loan value component that could be a factor, although Community Development could request a waiver, which was typically waived for loan devalue. I explained our income is subject to my employment. I work for a contract company that has a contract with the government. Every year the contract comes up, and in the last three years, I was laid off twice for a total of about four or five months out of those years. Obviously, my income is impacted by that layoff. I completed an application Monday night, delivered it to the office Tuesday morning and waited. The temperatures at this time were well below freezing, and I had to pursue any option I could to get heating in my house for my family. We had to contact several different contractors as a pre-requisite to Enfield Community Development because they mentioned they need at least three contractors to provide a quote so they could move forward. In the meantime, I also looked at whatever other programs might be available. I was able to speak to my credit union, which was able to provide a loan for us to get a replacement boiler. There's a federal program that's useless in this area because their rates are no better than any other commercial program available. The Enfield Community Development has a loan program with a rate of around 4%, and the federal program is at least 8%. On Thursday, December 14th, I was informed that we were ineligible for the program because of our household income. The way they calculated should factor in these extenuating circumstances for our financial income. I asked if there was any consideration for our income fluctuations, explained our positive standing with the prior program through Enfield Neighborhood Services and Dawn explained that there was nothing that could be done about our passing the threshold income by \$1,500. I asked for the contact information for the review committee as it explains in the application that a review

committee goes through the process of reviewing these loans. When I asked for those names on the committee, Peter Bryanton responded and explained that they had been using the 2016 HUD income limits because HUD hadn't released the 2017 limits until just recently. The actual release date for the HUD income limits was in April of this year. We were in fact eligible for this program by a little over a thousand dollars. Whatever happens, this program that is supposed to be there for us, failed us. He noted we were eligible. Loan devalue is not an issue because as they mentioned, they can usually get a waiver, and everything moves forward. They did nothing at all to help us."

Mr. Hamre stated he is beyond dismayed. He noted from what he's hearing about the Senior Center, it appears to be a new era as concerns personal interactions with the residents in town.

Tracy Beebe, St. James Avenue

Thanked the Council for trying to help keep Blair Manor open. She noted Attorney Bromson and his team did the best for the residents at Blair Manor, but their concerns went unheard. She stated it is heartbreaking as residents are told of the relocation plans and to witness their despair. She noted they try to reassure residents they will be okay, but the reports that have come back via family members is disheartening to hear about the emotional and physical toll it has taken on them.

Ms. Beebe stated two of their relocated residents have sustained injuries and four have died. She noted no one should ever have to feel so helpless and hopeless that they give up on life, and the only thing they control is their death. She stated she cannot believe that the receiver appointed by the State can have so much power over people's lives to be able to present only her case to the judge and not hear from those effected by the decision. She noted the judge did not get the opportunity to hear how the census numbers were manipulated in the receiver's favor.

She stated with everything she has heard about the Enfield Adult Day Center, she hopes the Town Council will consider what's happening at the Adult Day Center. Ms. Beebe stated society should be protecting the frail and elderly from potential harm. She pointed out everyone is important to someone.

She stated her hope the Legislature will act to protect the frail and elderly of Connecticut. She referred to the judge's ruling that did say her decision was based on the law set by the Legislature. She questioned how the Legislature can give the receiver so much discretion and power to put people's lives at risk and then not be accountable for the outcome. She stated people's lives are at risk, and she urged everyone to contact their elected officials and tell them that what is happening is unconscionable.

Vincent Weseliza, 12 Deer Run

Stated now that the referendum failed, he would like to know what the plan is for the John F. Kennedy Middle School. He questioned the Council's plan and timeline to address JFK.

Lucien LeFavre, 54 Kimberly Drive

Stated he is also the Post Commander for American Legion Post 154. He noted he's present to announce that the 68th Annual Four Chaplain's Mass, which is hosted by the John Maciolek American Legion Post 154 will be held on February 11, 2018 at the 10:45 a.m. mass at St. Patrick's Church, 64 Pearl Street, and immediately following the mass, there will be a reception for the public.

Mr. LeFavre stated they have a member of the Chapel of the Four Chaplain's Board of Directors that narrates the story about the four chaplains, and he will be attending again this year. He explained the reason for the mass is to honor the four chaplains who went down with the USA Dorchester troop ship. He stated on February 3, 1943, a German U-Boat 223 spotted this troop ship with over 900 aboard and torpedoed the ship below the waterline. As the ship sank, the four chaplains calmed the frightened soldiers and sailors during the evacuation of the ship and they helped guide the wounded men to safety. The chaplains also gave up their life vests so others could survive, and they went down with the ship in the North Atlantic. On December 19, 1944, they were posthumously awarded the Purple Heart and Distinguished Service Cross for their actions that night.

Jean Sharon, 3 Spring Garden Road

Stated as a senior citizen, she uses the Enfield Senior Center. She recalled the referendum that went to vote for a senior citizen center for senior citizens. She questioned if this is to be changed because there's talk about a new department of leisure meaning the Enfield Senior Center would be used for other purposes than just for the seniors. She requested this be addressed to put people's mind at ease.

Ms. Sharon stated the Enfield Senior Center is gorgeous, and the Friends of the Senior Center do a lot to donate equipment for the gym. She noted this gym has been very helpful to her since she had replacement surgeries. She noted she would not like to see the senior center go downhill.

Robert Tkacz, Woodgate Circle

Stated the economy is very difficult, and the population is severely declining in Enfield.

He spoke about the growth of Enfield's senior population. He noted in 2015, there were 6,794 seniors, and that number will be 7,326 by 2030, and then it will start declining again. He recommended the Council try to do something to at least keep the services at a minimum. He noted the pharmacy that supplies Blair Manor is in bankruptcy. He stated drug companies are demanding net three days, which means a person doesn't get the next shipment unless there's a check available when they make the delivery. He noted major hospitals are buying up the competition.

Mr. Tkacz stated the Fermi building replacement cost would be \$27 million dollars, and it's appraised at \$23 million. He noted it has 41 acres, and it's a perfect industrial site that the Town should put on the market. He noted it should be put on the tax rolls because Enfield needs the

money. He stated the replacement cost on the John F. Kennedy Middle School is about \$17 million dollars versus a renovation cost of \$95 million dollars.

He stated Longmeadow just did a revaluation of properties, and they will have to have a 3% tax hike. He noted they are right at 25 mills, which is the maximum that can be charged in Massachusetts.

He concluded stating Enfield must watch its spending, and they can't spend any more money. He noted Enfield will have to reduce the tax rate to have Enfield grow. He stated the tax rate is too high for the economic level of the population. He noted people can't afford to live here, and the vacancy rate and rentals has gone from 2% to 6%. He added luckily the housing vacancy rate is at 1%, and it's fairly steady.

Joanne Alphonse, 1221 Enfield Street, Apt. #3

Voiced her concern about aides not being on the Adult Day Care buses. She noted this is a very important task. She feels this is not protecting the clients.

Arthur Cote, 103 Middle Road

Suggested the Council hold a public meeting in those institutions that may be changed, i.e., the Library and the Senior Center. As concerns the Adult Day Care, Mr. Cote stated he's shocked that disabled people are climbing in and out of a bus on their own.

Mr. Cote stated he wants to keep his records in the Senior Center because he wants those records accessible whenever any government agency inquires. He noted if the records cannot be kept in the senior center, he would like them stored in another town office so that those records are accessible during business hours.

Robert Tkacz, Woodgate Circle

Stated he did an analysis of a facilities study of the 25 buildings that were studied concerning what work needed to be done. He noted he looked at what the total cost would be to rehab these buildings compared to the priority one costs. He stated the building that's in the worst shape in Enfield is the Hazardville Memorial School, with 90% of that building being priority one. He noted Enfield Street School is priority two; Crandall is priority three; the police station is priority four; Henry Barnard School is priority five and John F. Kennedy Middle School is priority 19. He noted most of the work at JFK is cosmetic work. He stated they want to make the Pearl Street library handicap accessible. He pointed out that building is exempt because all Carnegie Libraries in the United States are exempt from making them be handicap accessible, and that's half the cost to rehab the Pearl Street Library. He feels there are many bogus things in this facilities study, and those things should be looked at.

Mr. Tkacz referred to some energy charts relating to electrical and non-electrical. He noted some of the worst buildings on the non-electrical side include Hazardville Memorial, Head Start, Enfield Street School and Thomas Alcorn building. He noted on the town side are the Family Resource

Center, the Lamagna Center and EMS. As far as electrical usage – EMS, the Town Hall and the Enfield Police Department.

Claire Neild, 6 Kennedy Drive

Stated she was at Hazardville Memorial School today and she found it warm, however, at John F. Kennedy Middle School today everyone had to wear coats, and they were told to wear their coats tomorrow. She noted the boilers at John F. Kennedy are old, and she cannot understand why this school is a priority nineteen within the facilities study.

Ms. Neild urged the Town to keep an aide on the bus for the Adult Day Center clients.

COUNCILOR COMMUNICATIONS AND PETITIONS

Councilor Bosco referred to Mr. Hamre's concerns about the 2017 HUD release date for the HUD income limits, which was in April of this year. He noted they can't be going seven months without updating the standards, especially when someone really needs help with a loan. He stated he finds it sickening that someone who needed the help couldn't get it because the Town's information was not correct.

Councilor Bosco stated his strong feeling a CNA is needed on the Adult Day Center bus. He stated his belief that if the Town is offering a service, they should stick with what worked. He stated his recollection they accepted out-of-town clients for the Day Center so that they could keep the center going. He noted he does not understand the reason for stopping this practice. He stated his opinion they should be packing the Adult Day Center so the Town doesn't pay. He stated they really need to make sure the elderly are taken care of.

Councilor Szewczak stated there will be a meeting with the State on January 4th about JFK to find out if they could go back out to a referendum in the spring and maintain a reimbursement, or do they have to wait until November.

Councilor Szewczak spoke about renovations versus new construction. She noted new construction is always more expensive than renovations. She stated renovations according to State requirements are about \$250 per square foot, and new construction is about \$450. She stated they couldn't possibly build new for less than it would cost to renovate.

MOTION #4441 by Councilor Szewczak, seconded by Councilor Falk to suspend the rules to address under Miscellaneous Items E, F, G, H, I and J.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4441** adopted 10-0-0.

Councilor Falk congratulated Officer Mike Colantuono and his new K-9, Nova, upon their graduation this month from the State Police K-9 Academy. He noted Officer Colantuono was selected as the top K-9 handler in the State of Connecticut and received the Trooper Davis Award. He noted this is a very prestigious award, and everyone should be proud of him.

Councilor Davis requested the Town Manager answer Gina Sullivan's questions.

She questioned why the CNA is off the Adult Day Care bus. She stated her understanding families weren't notified before putting a policy in place. She acknowledged there are budget constraints, but there's no price on anyone's safety. She noted they need to cut elsewhere and not cut where people can get hurt, injured or have a fall.

Councilor Davis apologized to Arthur Cote for not yet receiving his box of records. She questioned if anyone knows where the Friends of the Senior Center records are located. She noted they should already have these records.

She apologized to Joshua Hamre for what he had to go through and stated her belief this should not happen again.

Councilor Davis expressed her sympathy for what happened with Blair Manor. She expressed appreciation for everything done on the Town side to try and help this situation.

She thanked Robert Tkacz for all the research he does, his statistics and the wealth of knowledge he shares.

She agreed with Claire Neild about the heat problem at John F. Kennedy Middle School. She noted it was quite cold in the school, and it should have been shut down until a repair could be made.

Councilor Arnone agreed with Councilor Bosco's comments. He went on to state that the Town needs to support the non-profits, especially the Friends of the Senior Center and Library. He noted the Athletic Hall of Fame also functions as a 501C within the Town's system.

As concerns parking at Alcorn and the basketball courts, Councilor Arnone pointed out the basketball hoops are heavily used by the kids in the neighborhood, and they could be used when the parking isn't there. He stated there's a big concentration of youth in the downtown area, and there are only a couple basketball hoops that have been available to them – Lafayette Park and Alcorn. He feels this is an issue because there's little for the kids to do in these areas. He stated he would like a meeting with the Leisure Committee concerning this issue. He requested an explanation about the parking at Alcorn and removal of the basketball hoops.

Councilor Unghire thanked everyone who spoke this evening. She apologized for all the concerns about the Enfield Senior Center, and she hopes things can be cleared up. She agreed with Councilor Bosco's comments, and she hopes to see the CNA back on the bus.

Councilor Szewczak requested a public hearing be scheduled for the traffic light at the entrance to Enfield High School. Chairman Ludwick requested the Town Manager schedule this public hearing.

Chairman Ludwick commended the wrestling team in their recent tournament. He noted they did a great job, and Coach Beiler did a great job. He stated this was a well-attended event.

He stated he was invited to the Toys for Joy with the Enfield Police over the holiday, and the Police Department did a great job and assisted over 300 families, which amounts to approximately 1,000 kids.

Chairman Ludwick stated there will be a budget workshop tomorrow night at 6:00 p.m. in the Enfield Room. He noted there will be several budget meetings coming up, and there will be opportunities for public debate about how they fund and how they keep programs going, what they're willing to pay, how they'll generate revenue over the long term other than relying on taxpayer money. He stated this will be a very open process.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Chodkowski stated the Council has within their packets the Projects & Activities Report.

He stated there will be a budget meeting tomorrow night in the Enfield Room at 6:00 p.m.

As concerns the Alcorn parking issues, an unintended consequence with the relocation of the School Administration to the Alcorn facility was that there wasn't enough parking on numerous occasions. He stated several months ago they looked at ways to address the parking situation. He noted finance, design and all the other requirements that go into addressing these issues came into play. He stated when staff first started using the basketball court for parking, the basketball court users were using the vehicles to ramp themselves up to the rim to slam dunk. He noted while there was plenty of room to park on the pad, people were reluctant to do so because cars were getting vandalized. He noted understanding that a recreational need still exists, they did pull out the hoops, but they left the poles and backboard until they work out some kind of compromise as to how they will address both parking and recreation.

As concerns the public hearing for the traffic signal at Enfield High School, Mr. Chodkowski stated Reps. Hall and Stokes had some conversations with the Commissioner of DOT several months ago about installing a traffic signal at that intersection. He noted the traffic commissioner agreed that a traffic signal would be warranted, but the most expeditious way to do that would be to have the Town put in the traffic signal at its expense in advance in accordance with the

Connecticut Department of Transportation's rules and regulations, and once that light was in and operational and met the satisfaction and requirements of DOT, the Town would be reimbursed for that expense. He noted at this time, they do not have anything in writing, nor any specific direction as to what the Town needs to do next. He stated he has no way of knowing whether a public hearing about the traffic light would yield the appropriate information, format or context to meet DOT's requirements for such a public hearing. He noted he can schedule the public hearing, but he can't guarantee that holding that hearing will ultimately advance this project until they have more direct and definitive communication with DOT.

Councilor Szewczak stated the reason they're not getting anything back from the State is because the Town hasn't had a public hearing. She noted as she pointed out to the Town's representatives, had this been brought forward earlier when it was first requested from the State and denied by the State, this would have been done because it could have been done under the guise of the Building Committee.

Councilor Cressotti stated JFK Middle School is also the Town's shelter. He questioned why they waited this long for this situation to come up without action being taken. He questioned the long-term plan to replace the boiler. Mr. Chodkowski stated the Public Works staff can address this item when it comes up later on the agenda. He noted going forward they will put the effort, energy and priority into that facility that Council and its assignment of resources allows them to do.

TOWN ATTORNEY REPORT & COMMUNICATIONS

There was no formal report this evening.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

There were no special committee reports.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #4442 by Councilor Szewczak, seconded by Councilor Arnone to remove Item #A2 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4442** adopted 10-0-0.

NOMINATION #4443 by Councilor Cekala to appoint Lori Longhi (D) to the Board of Assessment Appeals for a term which expires 12/31/2020.

MOTION #4444 by Councilor Szewczak, seconded by Councilor Cressotti to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4444** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Lori Longhi appointed to the Board of Assessment Appeals by a 10-0-0 vote.

MOTION #4445 by Councilor Arnone, seconded by Councilor Cressotti to remove Item #4 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4445** adopted 10-0-0.

NOMINATION #4446 by Councilor Szewczak to appoint Marlene Hoginski (R) as an Alternate member to the Commission on Aging for a term that expires 01/01/2021.

MOTION #4447 by Councilor Arnone, seconded by Councilor Falk to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4447** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Marlene Hoginski appointed to the Commission on Aging by a 10-0-0 vote.

MOTION #4448 by Councilor Arnone, seconded by Councilor Davis to remove Item #5 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4448** adopted 10-0-0.

NOMINATION #4449 by Councilor Cekala to appoint Judy Kilty (D) as an Alternate member to the Commission on Aging for a term that expires 01/01/2021.

MOTION #4450 by Councilor Falk, seconded by Councilor Cressotti to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4450** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Judy Kilty appointed to the Commission on Aging by an 8-1-1, with Councilor Bosco voting against and Councilor Szewczak abstaining.

MOTION #4451 by Councilor Cekala, seconded by Councilor Arnone to remove Item #16 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4451** adopted 10-0-0.

NOMINATION #4452 by Councilor Cressotti to appoint Marcy Taliceo (D) as an Alternate member to the Inland Wetland and Watercourse Agency for a term which expires 6/30/19.

MOTION #4453 by Councilor Cekala, seconded by Councilor Arnone to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4453** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Marcy Taliceo appointed to the Inland Wetland and Watercourse Agency by a 9-1-0 with Councilor Unghire voting against.

MOTION #4454 by Councilor Arnone, seconded by Councilor Davis go remove Item #18 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4454** adopted 10-0-0.

NOMINATION #4455 by Councilor Arnone to appoint Douglas Maxellon (D) to the Joint Facilities Committee.

MOTION #4456 by Councilor Cressotti, seconded by Councilor Davis to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4456** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Douglas Maxellon appointed to the Joint Facilities Committee by a 7-3-0 vote, with Councilors Bosco, Muller and Unghire voting against.

MOTION #4457 by Councilor Arnone, seconded by Councilor Cressotti to remove item #21 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4457** adopted 10-0-0.

NOMINATION #4458 by Councilor Arnone to appoint Kelly Davis (D) to the Patriot Award Committee for a term which expires 7/31/19.

MOTION #4459 by Councilor Szewczak, seconded by Councilor Davis to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4459** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Kelly Davis appointed to the Patriot Award Committee by a 10-0-0 vote.

MOTION #4460 by Councilor Szewczak, seconded by Councilor Arnone to remove item #23 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4460** adopted 10-0-0.

NOMINATION #4461 by Councilor Szewczak to appoint Scott Kaupin (R) to the Patriot Award Committee for a term which expires 7/31/19.

MOTION #4462 by Councilor Cressotti, seconded by Councilor Davis to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4462** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Scott Kaupin appointed to the Patriot Award Committee by a 10-0-0.

MOTION #4463 by Councilor Arnone, seconded by Councilor Falk to remove Item #24 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4463** adopted 10-0-0.

NOMINATION #4464 by Councilor Bosco to appoint Kenneth Nelson (R) to the Planning and Zoning Commission for a term which expires 12/31/2021.

MOTION #4465 by Councilor Falk, seconded by Councilor Cressotti to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4465** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Kenneth Nelson appointed to the Planning & Zoning Commission by a 9-1-0, with Councilor Cekala voting against.

All other Town Council appointments remained on the table.

APPOINTMENTS (TOWN MANAGER)

All Town Manager appointments remained tabled.

Items C. and D. remained tabled.

NEW BUSINESS

DISCUSSION/RESOLUTION: RESOLUTION REGARDING ADOPTING THE POLICY AND PROCEDURE FOR ENFIELD TOWN COUNCIL MEETINGS

Councilor Szewczak stated there are a number of changes. She noted anything in red were changes, i.e., a suggested change regarding email, in that they should not be conducting meetings through email whereby anything that should be discussed in an open forum should then be discussed in an open forum. She stated an item she believes is important is to have an emergency procedure if six members can't be present. She noted they added means and methods that could be used to get a six-member quorum. She noted she would prefer Skype and Face Time instead of telephone because she feels it would make for a better meeting. She added the telephone could be an alternative. She stated this is not a "Storm Alfred" type of thing, but beyond Storm Alfred. She stated her hope this never has to be used.

Councilor Arnone agreed with Councilor Szewczak and feels this is good language to include. He noted most towns include this type of language in their procedures.

RESOLUTION #4466 by Councilor Falk, seconded by Councilor Arnone.

BE IT RESOLVED THAT the Enfield Town Council does hereby adopt the Policy and Procedure for Enfield Town Council meetings dated December 18, 2017.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4466** adopted 9-0-0. Councilor Bosco absent at the vote.

ITEMS FOR DISCUSSION

APPOINTMENTS (TOWN COUNCIL)

Appointments to the Clean Energy Committee, Hazardville Water Company Advisory Council and Zoning Board of Appeals remained on the agenda.

MISCELLANEOUS

RESOLUTION #4467 by Councilor Falk, seconded by Councilor Arnone.

BE IT RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:	North Main Street Walkways Construction	31008531-545000	\$343,200
FROM:	CIP Revenue FY18 Other Federal Grants	31042018-460002	\$343,200

CERTIFICATION: I hereby certify that the above-stated funds are available as of December 22, 2017.

/s/ John Wilcox, Director of Finance

Councilor Arnone requested an overview about this project.

Mr. Bryanton stated this project dates back some time ago. He noted it's a federal earmark of \$3.4 million dollars, and it was obtained by Congressman Simmons. He stated it was originally slated to be an up and over or crossover of the Amtrak rail line at the old dam site, just south of the 190 bridge. He stated at that time there was an extensive amount of engineering and planning done, which would have been an up and over structure to go over the railway. He stated when it was presented to the public, the public was not pleased with the plan, and the Council decided not to go forward with it. He noted a couple years later they asked the federal highway department if they could move the location of the proposed structure, and they said the Town could do this, but it must be used for a rail crossing. He stated over the past seven years, the Town worked out an agreement with the federal highway department to allow the Town to build multi-purpose paths between where they end now at the Freshwater Pond down to the riverfront and open the riverfront for public access. He stated the crossing will take place at the Asnuntuck underpass, which will eventually be cut off just for pedestrian access only. He noted the little archway is only about seven and half feet tall and twelve feet wide, and it's functionally obsolete for traffic. He stated this will create a greenway between the pond to the riverfront, which will be a great amenity for the Town. He noted that will be the first phase in opening the riverfront for public access. He stated the second phase will be the transit center when they get the Eversource property, and they'll be able to make some parklands along the river.

Mr. Bryanton stated at this time, they are in the design phase, and they have a contract with BL Companies, and they need to do this part, learn how much it will cost, and there may be a chance they may have to put this out to referendum in a year because it exceeds the threshold for public projects.

Councilor Arnone stated obviously it won't cost any money with the bond, and the referendum is just something that must be done according to law. Mr. Bryanton stated that's correct. He noted if it's a public improvement, a referendum must be held. He stated there's a town match of 20% required with this grant, which amounts to almost \$700,000. He noted they don't expect they will use the full \$3.4 million dollars, therefore, that match may come down.

Councilor Arnone questioned the timeline, and Mr. Bryanton stated engineering and design will take about a year. He noted if it were to pass, they could start construction immediately. He stated he will talk to the consultants to see if this can be done by this summer so this can be on the ballot, and he will report back to the Council at the next meeting.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4467** adopted 10-0-0.

RESOLUTION #4468 by Councilor Szewczak, seconded by Councilor Arnone.

BE IT RESOLVED, as required by Public Act 2017-231, the Enfield Town Council hereby adopts the fee schedule as shown in Attachment A for Bazaar/Raffle permits.

Mr. Chodkowski stated in light of the budget recently passed by the General Assembly, one of the responsibilities that was shifted from the State to the Town was the regulation of Bingo and gaming. He noted the Town is now responsible for issuing permits to insure permittees are compliant to the law. He stated the Town must also set and collect fees. He noted the State shares whatever fees are collected. He noted the Council has before them fees recommended by CCM.

Chairman Ludwick questioned the ratio as to what the State keeps, and Mr. Chodkowski stated he does not know that percentage.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4468** adopted 10-0-0.

RESOLUTION #4469 by Councilor Falk, seconded by Councilor Arnone.

WHEREAS, VCRV, LLC owns the property at 215 Moody Road (the property); and

WHEREAS, Preferred Display, Inc. intends to consolidate its business operations at the property and anticipates that it will bring 146 jobs to the Town; and

WHEREAS, VCRV, LLC and Preferred Display, Inc. intend to make substantial renovations to the approximately 151,000 square foot building on the property.

NOW, THEREFORE, BE IT RESOLVED, that the Town Manager, Bryan R.H. Chodkowski, is empowered to enter into Tax Assessment Agreement, attached hereto as Exhibit A, subject to

review and approval by the Town Attorney in the name and on behalf of the Town of Enfield with VCRV, LLC and Preferred Display, Inc.

Councilor Falk requested more detail.

Mr. Ciriello stated the agreement they have is to abate the difference between the current taxes and the projected taxes that would be realized with the improvements that they are making to the old Olympic Sales facility. He stated what's collected on the property currently will remain, and the current base taxes collected will be \$510,000 per year, and over the ten-year period, that would increase to approximately \$801,000 per year. He stated the abatement would come to about \$156,000 over ten years.

Councilor Szewczak questioned how much are they applying in building permits, and Mr. Ciriello stated he did not know that figure.

Mr. Ciriello stated this company is making an investment in a facility that's currently vacant. He feels this is a win-win for the Town.

Chairman Ludwick stated the Town is trying to grow revenue other than just asking for tax increases.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4469** adopted 10-0-0.

RESOLUTION #4470 by Councilor Arnone, seconded by Councilor Cressotti.

WHEREAS, Chapter 22, Article II of the Town Code establishes the Enfield Culture and Arts Commission; and

WHEREAS, the Town Council wishes to amend the ordinance by decreasing the Commission's membership from eleven (11) resident electors to seven (7) members; and

WHEREAS, the Town Council held a public hearing in the Enfield Town Hall, Council Chambers on January 2, 2018 to allow public input on the proposed amendment.

NOW, THEREFORE, BE IT RESOLVED, the Enfield Town Council adopts the Amendment to Chapter 22 of the Town Code of Enfield, Article II, the Culture and Arts Commission ordinance, revising its membership as directed herein.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4470** adopted 10-0-0.

RESOLUTION #4471 by Councilor Falk, seconded by Councilor Arnone.

WHEREAS, the three boilers at JFK were installed in 1967;

WHEREAS, only one of the three boilers is presently operating;

WHEREAS, additional heating capacity and backup are required at JFK;

WHEREAS, it is not feasible to repair either of the two out-of-service boilers in the next few weeks;

WHEREAS, time is of the essence;

WHEREAS, the rental cost of the temporary mobile boiler exceeds the \$15,000 bid limit;

NOW, THEREFORE, BE IT RESOLVED, in accordance with Chapter V, Section 8, Paragraph (d) of the Enfield Town Charter, the Enfield Town Council does hereby determine that it is against the best interests of the Town to require competitive bidding to rent a temporary mobile boiler to maintain reliable heating at JFK Middle School, 155 Raffia Road.

Councilor Szewczak stated this resolution was prepared on December 26th, and she would have come in on the 27th to vote on this. She noted infrastructure is critical to citizens and businesses coming to Enfield. She suggested calling a special meeting when anything like this happens.

Councilor Cekala agreed with Councilor Szewczak. She stated her understanding one of the boilers has been out of service for quite a while, and they've been operating with two boilers for a while. She noted the Council would have come to a special meeting to get this done.

Councilor Falk questioned the cost of a new boiler.

Mr. Gabinelle stated this was under significant consideration several years ago when they were starting the Honeywell energy performance contract. He noted at that time all three boilers were recognized as being near their end of life. He stated it was recommended at that point that they be replaced with two high efficiency boilers, and he believes at that time the estimated cost in 2015 was about \$550,000. He stated his understanding that prospect was dropped when the prospect of the JFK renovation came to light, and that was their hope for the next boiler replacement.

Councilor Falk questioned the plan for the future. Mr. Gabinelle stated the boiler rental for the completion of this heating system will at least buy them time to assess what their options are, whether it be significant repairs or replacement. He stated his understanding there may be a referendum sooner.

Councilor Falk questioned whether one new boiler could keep the whole building comfortable, and Mr. Gabinelle stated he does not know for certain since Honeywell called for two boilers.

Councilor Falk questioned when the plan will be put together and what will be the costs. Mr. Gabinelle stated he does not have a date at this moment.

Councilor Szewczak questioned if all the asbestos in the boiler room has been abated, or will that have to be done as well. Mr. Gabinelle stated that's a probable consideration as well.

Councilor Cressotti commended the custodial staff for doing their best to try and keep that building warm. He stated he wished the Council could have acted on this sooner.

Chairman Ludwick voiced his appreciation for everything Public Works is trying to do. He went on to state it would be great if they could get a spring referendum. He requested an update on Friday. He stated when these types of emergencies happen, the Council is committed to getting together when they can.

Councilor Arnone questioned the protocol, and who ultimately says students will not be in that building due to cold temperatures. He noted someone missed something along the lines and someone should be accountable for having students in a building at 47 degrees.

Mr. Gabinelle stated that will not happen again tomorrow. He noted it's been reported that room temperatures are in the mid 60's to low 70's. He stated they have limited operation of the second boiler.

Councilor Arnone stated he wants to be sure Town staff has the protocol to make sure that this gets done.

Councilor Bosco questioned why the third boiler doesn't run. He noted perhaps they could take parts from one boiler to fix the other boiler.

Councilor Cressotti questioned if the temporary boiler will be hooked up to another boiler, or is it a portable unit. Mr. Gabinelle stated it's a standalone boiler and is housed outside the building.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4471** adopted 10-0-0.

RESOLUTION #4472 by Councilor Arnone, seconded by Councilor Cressotti.

WHEREAS, the Town Council adopted Resolution No. 3602 on April 18, 2016 establishing the Joint Facilities Committee (Committee); and

WHEREAS, Resolution No. 3602 provided that the Committee would terminate after the transmittal of a final report to the Town Council (Council) and Board of Education (Board); and

WHEREAS, the Council and the Board recognize the need for a continued, permanent Committee with comprehensive duties and responsibilities; and

WHEREAS, the Council and Board desire to increase the membership of the Committee and to revise its duties and responsibilities,

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Committee shall serve until the Council resolves otherwise; and

BE IT FURTHER RESOLVED, that the Council appoint four (4) of its members and three (3) electors to the Committee; and

BE IT FURTHER RESOLVED, that the Board appoint four (4) of its members and one (1) elector to the Committee; and

BE IT FURTHER RESOLVED, that the Committee membership shall have an equal number of Democrats and Republicans; and

BE IT FURTHER RESOLVED, that any Committee member who is absent for three (3) consecutive meetings shall be deemed to have resigned from his or her seat; and

BE IT FURTHER RESOLVED, that the Committee shall have the following duties and responsibilities:

1. Review, evaluate and recommend opportunities and options relative to the remodeling, expansion, renovation, security improvement or other such structural alteration or improvement to any Town-owned property used for a municipal purpose.
2. Work with any Council selected architectural and/or engineering firm engaged by the Council in support of the Committee's duties and responsibilities.
3. Provide timely updates and reports to the Council and Board as may be necessary to fulfill its duties and responsibilities

BE IT FURTHER RESOLVED, that only the Council and Board members of the Committee shall create a Master Plan identifying all municipal properties and shall recommend which properties shall remain municipal property and which properties shall be subject to conveyance or transfer.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4472** adopted 10-0-0.

PUBLIC COMMUNICATIONS

Judith Kilty, 83 Abbe Road

Referred to the issue of the CNA, which is a four hour per day position. She questioned why this happened, and what is going to be done about it. She feels it's the Council's responsibility to ask the Town Manager why this action was taken, and what will be done to guarantee the safety of citizens. She noted this involves a minimal amount of money.

Joanne Alphonse, 1221 Enfield Street, Apt. #3

Stated she is a CNA at the Adult Day Center, and she worked on the morning bus to pick up clients. She stated she is willing to give up an hour of her time every day in the morning to be on the bus, however, the Director of Social Services inquired whether she is in the union. She noted she is in the union and this went no further. She stated she doesn't know why all these changes are happening, and she doesn't understand the lack of communication. She noted she has done this job for 16 years, and the Director of Social Services has been here a year or year and a half, and suddenly, she's involved and changing everything.

Joshua Hamre, 52 New King Street

Stated vandalism is not a new occurrence in the Alcorn parking lot. He noted the basketball court existed before it was turned into a parking area. He stated he doesn't condone anyone using cars to reach the basketball hoops.

Robert Tkacz, Woodgate Circle

Stated a referendum was approved for energy upgrades, but somehow the \$1.5 million dollars of energy upgrades for JFK was removed because a referendum was going to happen. He questioned what happened to that \$1.5 million dollars of referendum money that was slated for JFK. He stated his belief that money should be put back into the school.

Mr. Tkacz stated this year, the class size is the smallest since 1954. He noted there are 80 less students in K through Grade 2. He stated the intermediate grades show the same number, however, there are three more teachers than last year. He pointed out there used to be about 415 students in almost every school, however, now there are 318 in Enfield Street School; 373 at Hazardville Memorial and 400 at Henry Barnard. He stated Parkman School used to be almost 500 students, and now there are only 337. He stated people saying the schools are overcrowded are completely wrong.

Lucien LeFevre, 54 Kimberly Drive

Mr. LeFevre questioned if the prices are known regarding fees for bazaars and raffles. Chairman Ludwick indicated that information can be provided to him.

Gina Sullivan, 11 Spier Avenue

Referred to Joanne Alphonse's willingness to work at the Day Center for an hour for no pay, and questioned where the Council would hear other employees willing to work for free. She feels that this says a lot. She urged the Council to think long and hard about certain decisions. She questioned whether anyone can provide an answer regarding Darlene Gallagher being able to go back to the Adult Day Center. She stated her hope someone was able to get back to her.

COUNCILOR COMMUNICATIONS

Councilor Bosco stated he really admires Joanne Alphonse being willing to work for nothing. He noted the problem is that there are labor laws about that. He stated it's sad that once a person works somewhere, they can't volunteer.

Councilor Szewczak referred to Mr. Tkacz's question about the performance contract and stated anything that was removed was not bonded or within the performance contract any longer, therefore, there are no monies being held in reserve anywhere.

Councilor Unghire expressed sympathy for those people lost at Blair Manor.

Councilor Davis asked the Town Manager for an explanation as to why the CNA's were removed and how that came about.

Mr. Chodkowski stated he is not familiar enough with the Social Services Director's decision to do this. He noted she is responsible for the operation of those divisions. He stated he's sure there's a rational and reasonable basis from her perspective, as the director, as to why that decision was made. He noted he will be sure she provides a response to that question.

ADJOURNMENT

MOTION #4473 by Councilor Falk, seconded by Unghire to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4473** adopted 10-0-0, and the meeting stood adjourned at 8:53 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

Appended to minutes of
January 2, 2018 Regular
Town Council Meeting
See Page 19

ATTACHMENT A

BAZAAR/RAFFLE PERMIT FEES

TYPE	
CLASS 1	\$75.00
CLASS 2	\$30.00
CLASS 3	\$60.00 Per Day
CLASS 4	\$15.00
CLASS 5	\$120.00
CLASS 6	\$150.00
CLASS 7	\$300.00

TAX ASSESSMENT AGREEMENT

THIS TAX ASSESSMENT AGREEMENT ("Agreement"), made and entered into this ____ day of _____, 2018 by and between PREFERRED DISPLAY, INC., a corporation organized and existing under the laws of the State of New Jersey, having an office and principal place of business in the Town of Enfield, County of Hartford, State of Connecticut (hereinafter referred to as "PDI"); VCRV, LLC, a limited liability company organized and existing under the laws of the State of Connecticut, having an office and principal place of business in the Town of Glastonbury, County of Hartford, State of Connecticut (hereinafter referred to as "VCRV"); and the TOWN OF ENFIELD, a municipal corporation located in the County of Hartford and State of Connecticut, acting herein by Bryan R. H. Chodkowski, its Town Manager, hereunto duly authorized (hereinafter referred to as "TOWN").

WITNESSETH

WHEREAS, PDI is in the process of renovating the building located at 215 Moody Road, in the Town of Enfield, Connecticut (hereinafter referred to as "FACILITY") and employs 66 (sixty-six) people at the FACILITY who are classified as full-time employees; and,

WHEREAS, PDI intends to make substantial renovations and improvements to the FACILITY; and

WHEREAS, VCRV owns the property at 215 Moody Road, which is more fully described in Appendix A, attached hereto; and

WHEREAS, Section 12-65b of the Connecticut General Statutes provides that a municipality may enter into a written agreement with a party owning or proposing to acquire an interest in real property, to fix the assessment of improvements to be made thereon for certain uses which include office, manufacturing, warehouse, storage or distribution; and

WHEREAS, PDI has indicated it intends to invest \$4,000,000 into the renovation of and improvements to the FACILITY; and

WHEREAS, the TOWN deems it desirable to enter into an Agreement fixing the assessment with respect thereto as an inducement to PDI to make renovations and improvements to the FACILITY; and

WHEREAS, the renovation of and improvements to the FACILITY meet the requirements of Conn. Gen. Stat. §12-65b, which permits tax assessment agreements under certain conditions, since the FACILITY will be used primarily for office, manufacturing, warehouse, storage and/or distribution uses as required by the statute; and

WHEREAS, this Agreement has been approved by an affirmative vote of the legislative body

of the Town in accordance with Conn. Gen. Stat. §12-65b;

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows, with regard to the FACILITY:

1. Fixed Assessment Period.

A. The Fixed Assessment Period shall cover 10 (ten) consecutive Town fiscal years (July 1 through June 30) commencing with the Grand List of October 1, 2017. The tax assessment on ***the increase in value*** of the FACILITY shall be fixed in the following manner:

- 1) The assessment made on October 1, 2017 shall be fixed in such an amount and manner as to yield an assessed valuation which is zero percent (0%) of the customary valuation.
- 2) The assessment made on October 1, 2018 shall be fixed in such an amount and manner as to yield an assessed valuation which is ten percent (10%) of the customary valuation.
- 3) The assessment made on October 1, 2019 shall be fixed in such an amount and manner as to yield an assessed valuation which is twenty percent (20%) of the customary valuation.
- 4) The assessment made on October 1, 2020 shall be fixed in such an amount and manner as to yield an assessed valuation which is thirty percent (30%) of the customary valuation.
- 5) The assessment made on October 1, 2021 shall be fixed in such an amount and manner as to yield an assessed valuation which is forty percent (40%) of the customary valuation.
- 6) The assessment made on October 1, 2022 shall be fixed in such an amount and manner as to yield an assessed valuation which is fifty percent (50%) of the customary valuation.
- 7) The assessment made on October 1, 2023 shall be fixed in such an amount and manner as to yield an assessed valuation which is sixty percent (60%) of the customary valuation.
- 8) The assessment made on October 1, 2024 shall be fixed in such an amount and manner as to yield an assessed valuation which is seventy percent (70%) of the customary valuation.
- 9) The assessment made on October 1, 2025 shall be fixed in such an amount and manner as to yield an assessed valuation which is eighty percent (80%) of the customary valuation.
- 10) The assessment made on October 1, 2026 shall

be fixed in such an amount and manner as to yield an assessed valuation which is ninety percent (90%) of the customary valuation.

B. For the assessment made on October 1, 2027, and every year thereafter, the assessment shall be at its full assessment as prescribed by Conn. Gen. Stat. §12-62, as revised.

C. The Town shall not be bound by this Agreement unless:

- 1) all municipal property taxes are paid when due; and
- 2) the requirements of Conn. Gen. Stat. §12-65b have been satisfied.

2. Representations. The TOWN has entered into this Agreement based upon the representations of PDI as to: the cost of the improvements to and renovation of the FACILITY, totaling four million dollars (\$4,000,000).

3. Penalty. In the event that PDI, during the term of this Agreement or within one year following the expiration of this Agreement, ceases to maintain office, manufacturing, warehouse, storage and/or distribution operations at the FACILITY, this Agreement shall become null and void and all prior tax benefits granted hereunder shall become due and payable and PDI and VCRV, and their successors and assigns, shall be liable for full taxation during the period of this Agreement and all tax amounts abated hereunder shall become due and payable with interest at a rate of nine per cent (9%), to be determined from the date said taxes would have been due and payable had this Agreement not been in effect, and such total amount shall constitute a tax lien upon the FACILITY or any other property owned by PDI.

4. Valuations. As an inducement for the Town to enter into this Agreement, PDI and VCRV agree to accept as correct the value placed upon the FACILITY and land by the TOWN as of October 1, 2017 and October 1, 2021.

PDI and VCRV waive any right to appeal said valuation under Conn. Gen. Stat. §§12-111, 12-117a, 12-118, 12-119, or 12-121bb, as revised, until the next succeeding revaluation after the Agreement is terminated or until this Agreement becomes null and void as herein provided. The purpose of this clause is to assure that the TOWN shall be entitled to collect all taxes levied on the assessments as provided for in Section 1. above.

5. Condemnation. In the event the FACILITY or any part thereof, or any estate therein is taken by condemnation or eminent domain during said Fixed Assessment Period, the applicable fixed assessments specified in Section 1 shall be adjusted to reflect the diminution of value arising out of said taking, in the manner provided by state and local laws and ordinances.

6. Fire or Other Casualty. In the event the FACILITY or any part thereof or any estate therein is damaged or destroyed by fire or other casualty during said Fixed Assessment Period, the applicable fixed assessment shall be adjusted to reflect the diminution of value arising out of said fire or other casualty, in the manner provided by state and local laws and ordinances.

PDI shall provide to the TOWN MANAGER, within ten days of the execution of this AGREEMENT and on the first through the tenth anniversaries, inclusive, thereof, a certificate of fire and casualty insurance for the FACILITY.

7. Notices. All notices shall be in writing and should be sent to the following:

TOWN OF ENFIELD

Office of the Town Manager
820 Enfield Street
Enfield, CT 06082

PREFERRED DISPLAY, INC.

Contact name and title
Preferred Display, Inc.
215 Moody Road
Enfield, CT 06082

VCRV, LLC

Contact name and title
VCVR, LLC
93 Brookhaven Drive
Glastonbury, CT 06033

8. Amendments. This Agreement may not be modified or amended except by written consent of all parties.

9. Paragraph Headings. The paragraph headings in this Agreement are for convenience and reference only and in no way define or limit the scope of this Agreement or in any way affect its provisions.

10. Severability. A ruling by any court or administrative body that a portion of this Agreement is invalid or unconstitutional shall have no effect on the other terms hereof which shall remain in full force and effect and binding on the parties.

11. Attorneys' Fees. Any attorneys' fees and costs incurred by the Town associated with collection of any monies under this Agreement shall be paid by PDI, its successors or assigns.

12. Applicable Law. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Connecticut.

IN WITNESS WHEREOF, the parties have executed this Tax Assessment Agreement and affixed their seals hereto, as of the date first above mentioned.

Signed and delivered in the presence of:

TOWN OF ENFIELD

State of Connecticut)

) ss. Enfield

County of Hartford)

Notary Public

By: _____

State of Connecticut)

) ss. Enfield

County of Hartford)

Notary Public

Managing Member

On this the _____ day of _____, 2018, before me, the undersigned officer, personally appeared _____, who acknowledged himself to a member of VCRV, LLC and that he, as such Managing Member, being duly authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as Managing Member.

Insert Property Description – Copy from Deed

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
January 3, 2018**

The Special Meeting of the Enfield Town Council was called to order by Chairman Ludwick in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Wednesday, January 3, 2018. The meeting was called to order at 6:00 p.m.

ROLL-CALL – Present were Councilors Arnone, Cekala, Cressotti, Davis, Falk, Ludwick, Muller and Szewczak. Councilor Unghire arrived at 6:05 p.m. Councilors Bosco and Deni were absent. Also present were Town Manager Bryan Chodkowski, Director of Finance John Wilcox, Director of Public Works Jonathan Bilmes, Assistant Director/Business Operations Manager for Public Works Michael Szlosek, Director of Human Resources Steven Bielenda, Personnel Administrator Jennifer Baker, Benefits Administrator Susan Wilson, Director of EMS Gary Wiemokly, Chief Technology Officer Paul Russell, Town Clerk, Suzanne Olechnicki

Councilor Ludwick explained that this was a budget presentation for 2017/18. He said this meeting was an update on where they are now with the budget and a kick-off to the next budget season. He turned the meeting over to the Town Manager.

The Town Manager reviewed Enfield's fiscal situation from the adoption of the budget in May 2017 and the impact due to the State's budget. He stated the plan was to use \$2.4M from the fund balance to allow for the purchase of various equipment and improvements. He stated that at that time there was a known \$2.5M deficit coming from the state in June and that they thought that would be manageable. He noted that after all the various state budgets and the ultimate veto by the governor the town was facing a \$29.4M deficit. He explained that he and the Director of Finance immediately began discussions of how to address this situation and notified staff that immediate ways to cut expenses had to be adopted. With the adoption of the general assembly budget in October and the additional holdback in funds the town was left with a \$5.2M deficit. The governor then stated the numbers were not in alignment adding an additional holdback resulting in a \$7.5M deficit. They realized savings with unscheduled bond proceeds, personnel savings and CIP reductions bringing the deficit to \$3.4M.

He reviewed information explaining that property values and resident income is not improving, and Enfield's state aid is steadily going down and will continue to decline over the years. He reviewed the school and town growth rate and the debt picture for the town. He explained the biggest growth rate is with debt, growing about 20% annually and that there is approximately \$78M in short term debt that must be converted to long term bonds. He noted that all told our expense rate is about 2.37%. He reviewed mill rates for the future if growth remained the same and the use of fund balance.

The Town Manager spoke about the efforts to reduce the deficit and stated that when the information was shared with leadership along with various ideas to reduce expenses, direction was given to start with the following:

Eliminate all In-Kind Services and outside funding by April 1
Reduce services of non-public safety to a 35/40-hour work week using a compressed work week.
Five furlough days for all employees to be used by the end of this fiscal year.

He stated that if these proposals are implemented, these additional savings would bring the deficit to about \$2.7M, getting closer to the original \$2.4M number.

The Town Manager recommended establishing a Policy and Finance committee made up of some council members who would have the time to meet on a frequent basis. Meetings would be often and would work on developing a method to prioritize and decide which services would be eliminated, stay or change with the goal of establishing a predictable data set for staff that would allow for the best information for council and residents.

The Town Manager asked for comments and questions.

Councilor Falk questioned if the school board has been informed of the situation.

The Town Manager reported that the school administration received no direction from the Board of Education for this fiscal year. For next fiscal year there would be "0" growth.

Councilor Falk also asked if a consideration was given to do a 3% cut across the board letting directors make those decisions. The Town Manager said that these reductions were implemented at last budget cycle and other reductions that were done in previous years. While we could do that in some departments services would be reduced.

Councilor Cekala asked what in-kind services are and what would be affected. The Town Manager said all services would be affected, but some services have already been delivered this fiscal year but going forward if council decides it could be applied to all. She questioned if the reductions of hours require negotiation and would open the contracts. Director of Human Resources Steven Belinda said it would have to be negotiated. Councilor Cekala suggested for Public Works going to a Monday-Friday schedule and a Tuesday-Saturday schedule. She requested numbers on that and stated her belief it would cut down on overtime. Additionally, she requested numbers on eliminating HealthTrax for the PD and if the PD moved to 10-hour shifts. The Town Manager said that 12-hour shifts have been discussed with the PD and there was some interest, but 10-hour shifts were not discussed. The Town Manager noted that the unions were looking for an exact accounting of what is expected of them. They showed little interest with no defined direction.

Councilor Arnone stated he wanted numbers and detail of the impact on in-kind services. That no one knows what they are. Councilor Arnone spoke about some slides leadership had seen at their first meeting that were not included in this presentation and he thought they were important. The Town Manager displayed that information and explained how regional statistics were used rather than "like" towns. He showed the ranking of Enfield compared to these towns

and pointed out that the tax rate for our services does not compare to these other towns yet most of those towns give fewer services. The Town Manager pointed out that Enfield is receiving 30% of our revenue from the State of Connecticut and with less funding from the state we would have to find a way to fund these services if they were to continue. Councilor Arnone stated this is important information for this body to decide. It must be reviewed, and everyone should share the burden. The taxpayer at some point must understand that Enfield is not the highest tax district in the world considering the services received.

Councilor Szewczak stated that mill rate x the average home value is the important number for her – the burden for household. That perhaps other towns really pay more taxes because of the value of houses in other towns. She asked that they look at a reduction in the trash pickup schedule to help reduce overtime and winter storm issues. She suggested that they consider what the private sector does best. That the town perhaps does certain things that they shouldn't be doing. She stated there might be other ways for the town to help to insure services offered by the private sector will be available.

Councilor Ludwick stated at the meeting where in-kind services reductions were first discussed it was planned to begin in April to allow time to speak with the organizations to get things in place to see what they could take over. He stated a multi approach will be needed – tax increase, use of fund balance, but not too much to insure the bond rating, facility use. There are issues outstanding now such as JFK that must be determined. Decisions on all our facilities need to be decided. There must be a realization that all groups will have to give, and negotiations will be part of that approach. Everyone needs to understand the cost of the services we are providing and be fair to all.

Councilor Arnone stated his thought is to use the fund balance while long term plans are made. He stated the importance of informing all sectors of the community of the planned cuts before they are put into place.

Councilor Szewczak stated the importance of returning funds that are used to the fund balance and having a plan to put it back.

The Town Manager requested going forward what direction council wants staff to take. He asked if council wants to move the \$3.4M closer to \$2.4M based on the information they received today and what they support to achieve their goal.

Councilor Falk stated that he is comfortable with staff suggestions but is concerned about contract issues and the unions agreeing. He agreed that they do have to move in the \$2.4M direction. He noted that the suggestions do not get them to \$2.4M, he agreed with the general direction, but stated they need more detail.

Councilor Arnone said to use fund balance but, if used, that amount must come back into the fund balance. He said they need the detail of exactly what will be done. He said he was uncomfortable cutting when he doesn't know what will be cut.

The town manager stressed the importance of knowing what the council wants. That they can't move forward without council specifying their priorities – target numbers, services, etc.

Councilor Arnone stated more in-depth detail must be given reviewing all the detail, line by line if needed.

The town manager noted that policy sets direction and they need to know what that is from council. They can then work on the numbers to get to where they want to be.

Councilor Unghire stated that all the services are important and asked if a certain percentage could be taken from all.

Councilor Ludwick stated that might be the only fair way to do it.

The town manager said that would be all right for the next five months, but council will need to tell him and staff what to do for the coming fiscal year.

Councilor Davis said the suggestions will not save enough and there is no certainty that the unions will agree. She agreed with Councilor Cekala's suggestions. She said to work with all the unions. She pointed out giving up overtime and going to swing shifts will be the most helpful.

Councilor Ludwick noted that working with the unions will take time, but there is a process and they will need to find a way to get to where they need to be either with cuts, tax increase or some other way, but they need to come to agreement as they work toward that goal.

Councilor Cekala said use the fund balance to buy some time, work with the departments and unions and hope for no layoffs.

The town manager noted they still need guidance. Labor leaders today kept asking for a number to target, how much to reduce. He pointed out that he will need direction from the council to move forward.

Councilor Ludwick questioned if everyone was comfortable with \$2.7M and use of fund balance as they work on the other options.

Council Cressotti said fund balance would be OK but negotiations must be a priority. He didn't want people to lose jobs. He noted everyone must be involved, town and education.

Councilor Arnone stated he would like to see what Councilor Unghire's solution looks like - a percentage across the board. He would like to see what that looks like – both the town and school side.

Councilor Szewczak stated she agreed with Councilor Arnone but they need to lay the ground work for the next budget. She agreed with Councilor Cekala's ideas, to negotiate with the unions and wants to work on in kind services. She stated she was comfortable with the \$2.7M.

Councilor Ludwick agreed he wants to get to \$2.7M. Use fund balance, but it must come back in July. Work with unions, non-profits etc. He agreed with furloughs because it applies to everyone. He again stated they do not want to lay anyone off, but negotiations are the key.

The town manager agreed negotiations must be done, but stated the unions will want to know what is expected and he doubts that it will work without numbers. He stated they don't know how much the unions must give because they don't have a target number - how much needs to be saved. He understands the direction is to try to get from \$3.4M to \$2.7M by the end of the fiscal year as a start for the new FY19. To get there apply a percentage equally across the board to get to the target. He suggested then figuring out what each percentage the union would have to give to get to that target.

The town manager asked what information council wanted and the issues they would like to discuss for the next meeting.

Council Arnone asked for the immediate savings that could be realized with modified service hours and other items that don't need to be negotiated, as well as the percentage.

The town manager said he will have the detail for a percentage across the board and what the number would be for each bargaining unit. He also had information to distribute from the various departments detailing modified hours and other suggestions and the unintended consequences that these changes would cause.

Councilor Szewczak stated the modified service hours should detail what they are based on - use of facilities and services.

Councilor Ludwick stated whatever is used from fund balance must be detailed and how it will be made up.

MOTION #4474 by Councilor Szewczak seconded by Councilor Cekala to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4474** adopted 9-0-0 and the meeting stood adjourned at 8:09 PM.

Suzanne F. Olechnicki
Town Clerk/Clerk of the Council



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Bryan R.H. Chodkowski,
Town Manager

DATE: January 12, 2018

RE: Projects & Activities Report (PAR)

CC: Town Department Directors &
Direct Reports

The following is a brief summary of activities and their progress over the last two weeks. The title-lines highlighted in yellow represent areas where information reported has changed from previous Projects & Activities Reports.

TOWN MANAGER'S OFFICE:

General Comments: Here are a few updates for Council on items of interest;

Personnel Rules & Procedures: A draft of the updated rules & procedures has been prepared and annotated. Several meetings between the myself and the Human Resources Director have been scheduled to review comments and questions pertaining to the new draft document.

EHS/Route 5 Traffic Signal: On Tuesday, January 9, I had an extensive discussion with Mark Carlino, our assigned Traffic Engineer from DOT on this matter. Following our discussion, Mr. Carlino agreed to provide an email summarizing our conversation and noting points of agreement and concern for both the Town and DOT. Once received, I will forward this email on to Council.

Fire District MOUs: I have provided the Finance Director with a rough-draft of this MOU for his review. Following any procedural issues he may identify and correct, the draft MOU will be sent to the Town Attorney's Office for their review.

Budget Control Measures: Based on the direction provided by Council on Wednesday, January 3; staff is working to assemble the appropriate information for Council's review and discussion on Wednesday, January 17.

Police Chief Search: Having spoken with Leadership on this matter the on January 10, I am hoping to make a selection the week of January 15.



TOWN OF ENFIELD

TOWN MANAGER'S OFFICE (CONT'D):

Joint Facilities Committee: Following the adoption of this legislation; Gregg Gabinelle, the Deputy Director of Public Works has been assigned to provide support to this Committee. As such, please look for future updates on the Committee's activities under the Public Works portion of this report. This item, in this location, will be removed from future PARs.

Council Goals: Senior staff has provided a list of suggested goals for Council's consideration in the areas of:

- Facility Management & Consolidation;
- Improving/Elevating Thompsonville; and
- Revenue/Expense Diversification.

These suggestions will be summarized and presented for Council's consideration in the future.

ETV:

Interorganization Support: ETV provides support and service to a variety of agencies in Town. A few of these services currently being provided by ETV are as follows:

Enfield Together Coalition: Prescription Drug Safety Video has been finalized and is waiting for final approval. At the January 16 Council meeting, the Town Council will review the commercial spot.

Enfield Police Department PSA: Have received bullet points to convert into scripting for various divisions in the Police Department. ETV has sent a rough outline to Lt. Squires for approval.

History of Enfield: Scripting is complete for the second show and we are now waiting for crew availability to film.

Economic Development Department: The Economic Development office is in the planning stages of developing a 'How do I...' video series. We are waiting for scripting and branding from the outside vendor to begin this project.

Wreaths Across America: The edit is complete and both the ceremony at Parkman and the ceremony at the cemetery are running on both ETV and YouTube.

Social Services: ETV will be creating new commercial spots for the Senior Center to highlight the programs and activities at the center. The scripts are being branded by an outside public relations company and a shoot date will come following the completion of the branding and writing of the scripts.

ETV (CONT'D):



TOWN OF ENFIELD

Interorganization Support (Cont'd):

Enfield Youth Program: The script has been written and is waiting for final approval. The date of January 20 has been chosen for the filming date for this project. The project will continue through January until filming and editing is complete.

FINANCE:

Tax System: We have provided our tax receivable data to QDS and they have begun to review and load the information in to their software. However, there were some issues with the information contained in the files. We have been working with Munis to correct the situation. We expect that this will cause a delay in the implementation of the system until April.

Budget: In November, the OPM issued additional reductions in State funding. The Town has continued with austerity measures implemented in October to meet these and the reductions from the adopted budget. We are continuing to develop projections and recommendations on how to meet the actual reductions from the budget adopted by the State Legislature.

Annual Financial Audit: The auditors completed their audit and submitted the reports to OPM on time.

Grand List: The Assessor's Office is working on the October 1, 2017 Grand List. The State of Connecticut allows municipalities to tax three types of properties: real estate, business personal property, and motor vehicles. The grand list must be submitted to OPM by January 31. We have requested an automatic extension until February 28. For the 2016 Grand List, real estate made up 83% of the taxable property values while business personal property and motor vehicles made up 8% and 9% respectively.

[This portion left intentionally blank.]

LIBRARY:

Town Manager's Office
820 Enfield Street
Enfield, Connecticut 06082

Telephone (860) 253-6350
Fax (860) 253-6310
www.enfield-ct.gov



TOWN OF ENFIELD

Library Services & Programming: The Library constantly strives to provide quality services and changing programs to meet the needs of both adult and youth audiences. Highlights of our recent efforts in these areas are as follows:

Adult Programming: Our Metropolitan Opera Adventures with Mike Cascia continues on Thursday, January 25 at 2:30. He will be lecturing on Puccini's *Tosca* and a viewing of *Tosca* will follow on Saturday, January 27 at Enfield Cinemas. This program is sponsored by the Friends of Enfield Library. On Wednesday, January 31, Cynthia Parzych will discuss her book, *Connecticut Made: A Unique Guidebook to Local Resources and Cottage Industries*.

Children's Programing: A Noon Year's Eve program organized in collaboration with Enfield Plays On was a big success with 107 people in attendance. The Children's Department also partnered with Enfield Plays On to distribute "Winter Playcation Kits." These kits supplied children with the materials for activities posted by Enfield Plays On during the winter break.

Physical Space Improvements: After evaluating circulation statistics, we are working on rebalancing the collection to provide more space to the materials that circulate the most. This will mean reducing some of the shelf space dedicated to non-fiction material that is either dated or does not circulate as well, and expanding the fiction section.

Committees and Commissions: Enfield Culture and Arts Commission has canceled their scheduled meeting for Tuesday, January 2.

Friends of the Library: The Friends have agreed to sponsor a live animal presentation for Take Your Child to the Library Day on Saturday, February 3.

Donations: Library patron, Elaine Carlson, donated four large boxes of *Great Courses* materials. There is a total of approximately 70 titles. These are audio and video lectures presented by university professors. *Great Courses* is a wonderful series that is typically beyond our budget, so this was a very generous donation. I also want to thank Ann Carman for sorting through hundreds of donated CDs and finding some gems that were missing from our collection. This item will be removed from future PARs.

Staff: We are happy to welcome Amy Wilkins back from maternity leave, she was missed during her time off! I also want to thank Anne Saylor for stepping up and taking on the selection and ordering of the bulk of our new books.

HUMAN RESOURCES:

Town Manager's Office
820 Enfield Street
Enfield, Connecticut 06082

Telephone (860) 253-6350
Fax (860) 253-6310
www.enfield-ct.gov



TOWN OF ENFIELD

Local 1029 Union: The negotiation session scheduled for January 11 has been postponed. No new date has been scheduled yet.

Teamster's Union: The Union had planned on voting on a tentative agreement on December 13. However, the Union could not agree to Town's demand on health insurance language. We have scheduled another meeting for the January 18.

Chief of Police Job Posting: The Town Manager will meet with Leadership on January 10 to update them on the process.

Lunch & Learn: On January 25, the H.R. Department will be hosting a Lunch and Learn for employees in the Enfield room between 12:15 pm and 1:00 pm on the topic of "Goalsetting and Resolutions that stick in 2018." Currently 10 employees have signed up to attend.

Employees on the Move:

New Hires:

None

Separations

Police Officer	Matthew Burzduk	Resigned January 4, 2018
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TOWN CLERK:

Records Management: Work on the Historical Document Preservation grant continues. The first shipment of Town-owned building/property maps and drawings has been digitized and is ready to be downloaded into the town's SharePoint system. A test file was viewed by the Building Official for his approval. A second round of maps is near completion for shipment.

Meetings with Recreation and Social Services have been scheduled to discuss the record retention policy. Meetings will continue to be scheduled as time permits.

Town Clerk: Staff continues to work on increasing the records available online for customers and official work. Land records are indexed from 1969 to the present with images available from 1973 to the present. Vital records are indexed from 1906 to the present with images available from 1906 to 1914 then 1998 to the present. This item will be removed from future PARs.

POLICE:

Town Manager's Office
820 Enfield Street
Enfield, Connecticut 06082

Telephone (860) 253-6350
Fax (860) 253-6310
www.enfield-ct.gov



TOWN OF ENFIELD

Community Outreach: The annual EPD Awards Night is set for Thursday January 18 at Mt. Carmel. There are over 20 awards that will be given out that night to individual officers, divisions, outside agency personnel as well as citizens. The Explorer Post Family Night was held on Friday, January 5 at Mt. Carmel Hall. The annual event brings together the Explorers and their families as well as other department members and elected officials. Lt. Willie Pedemonti put the event together which included guest speakers, dinner and promotions to the various ranks within the Post.

Personnel Matters: We are planning on holding our annual Police Award Ceremony in January 2018 at the Mt. Carmel Hall located on Park St. Exact date and time are pending.

General Matters: EPD has had a DEA drug drop off box in place for a number of years now. The Evidence Officer is tasked with transporting the unwanted medications to an off-site location for disposal. The most recent transaction disposed of approximately 400 lbs of unwanted medication.

DEVELOPMENT SERVICES – BUILDING SERVICES:

Mayfield Apartments: The Certificates of Occupancy are issued for 15 buildings for a total of 150 apartments. Six other buildings are at various stages of construction.

St. Adalbert School: Building, mechanical, electrical, plumbing, and fire sprinkler permits were issued on September 14. Rough framing and underground plumbing inspections are in process.

Yankee Casting: The building is enclosed, and interior partitions and mechanical systems are being installed.

Conval: Moving to 96 Phoenix Avenue. Permits are issued. Work and inspections are in progress. New concrete floors are installed. Office fit-out is progressing.

Presstek: Work is nearing completion. Equipment testing is underway.

Malls: A number of temporary seasonal stores are being opened at the Enfield Square and other plazas. This item will be removed from future PARs.

Stop & Shop Plaza: Plans are being reviewed for three new tenant spaces. One is an urgent care provider, one is for a Sprint cellphone store, and the third is for a future tenant. Awaiting revised plans from the design professionals.

Permits for Calendar Year 2017: 2,288 permits were issued for \$43,637,856 in construction value. Those permits generated \$712,921.00 in fees.

DEVELOPMENT SERVICES – BUILDING SERVICES (CONT'D):



TOWN OF ENFIELD

Electronic Storage of Plans: The Building Inspection Division in cooperation with the Town Clerk's Office received a state grant to begin digitizing building plans via a state approved vendor. The program starts with plans for Town buildings, followed by schools, then fire stations. If funds survive this list, commercial building plans will be next. We also anticipate applying for the same grant next fiscal year if funds are available.

DEVELOPMENT SERVICES - COMMUNITY DEVELOPMENT:

Transit Oriented Development Strategy: Work continues on potential redevelopment sites, a marking plan, and the assessment of existing land-use regulations. On December 14, we met with DOT officials regarding the State's TOD plan and discussed how our efforts can work together. More opportunities for public input will be forthcoming.

Transit Center: The Town is moving closer to performing environmental testing on the Eversource site. The Town has signed an agreement with TRC Environmental in December to perform Phase II and hazardous materials testing. Next steps include soil borings, ground water monitoring and hazardous material sampling weather permitting. Assessment work should be completed in the Spring.

33 North River Street: Our office is working with the CT Historic Trust and State Historic Preservation Office to obtain funding to properly preserve the historical elements of the property. A site visit was conducted on November 29 with key officials. The building is slated to be the centerpiece of the transit center project.

River Access Project: Design work on this project is underway. A meeting will be held on January 16 to coordinate several intersecting projects including the replacement of the South River Street bridge, reconstruction of Main Street, and transit center design. The project is being funded through a \$3.4 million-dollar Federal Highway grant and will improve pedestrian access to the riverfront as well as the future transit center.

98 Prospect Street: The Town took title to this contaminated lot on December 2. We will utilize a \$550,000 State Brownfield Grant to remediate the site and redevelop it in conjunction with Kelly Fradet Lumber. Next steps include executing a contract for environmental services and removing existing debris.

28 South River Street: Our office continues to work with the owners to acquire this key piece of riverfront property. The property is severely blighted and will require some clean-up, but will contribute greatly to the Town's River Access goals and objectives. The Town Attorney's Office is working out the details of a purchase and sales agreement. Negotiations continue with the sellers.

DEVELOPMENT SERVICES - COMMUNITY DEVELOPMENT (CONT'D):



TOWN OF ENFIELD

Brownfield ESA Phase I: The Town received a brownfield assessment grant from CRCOG to perform environmental site assessment studies for the former Strand Theater and the Levitz property on North River Street. Phase I ESA work gathers important historical and site information about the potential for contamination on site. The reports are critical to obtaining further assessment and clean-up funds for future redevelopment.

Thompsonville Bike Path: We continue to work with the Capital Region Council of Governments to move the LOTCIP funded project forward. Changes to the application to narrow the scope of the project have been completed and submitted to CRCOG. The application plans must be approved by CT DOT. Next steps include development of construction plans and designs.

CDBG Small Cities: Our office is contemplating the submission of a CDBG application for Housing Rehabilitation for 2018. An application workshop will take place on January 22. More information will be provided as it becomes available.

Housing Rehabilitation Program: Our office has completed several projects over the past few months and are experiencing an upswing in emergencies as winter weather settles in. We continue to assist clients with rehab work from program income funds generated from past loans. The Loan Review Committee is also looking for 2 new members.

DEVELOPMENT SERVICES – ECONOMIC DEVELOPMENT & ADMINISTRATION:

Enfield Square: Staff met with Enfield Square management to discuss development plans and leasing activity. Staff has meetings scheduled with parties interested in redevelopment of the site. Staff met with two parties interested in redeveloping the site and with personnel about a possible corporate HQ relocation to the site as a tenant in the mixed-use proposal for the site.

Preferred Display Inc.: Town Council approved abatement. Staff working with Town Attorney and Preferred Display to clarify the agreement.

Presstek: Worked with staff on a press release to announce their relocation and expansion.

Economic Development Toolbox:

Permitting Process: DDS Planning and Zoning Division working with administration to develop a project review timeline. These will give staff and the public specific dates for project submittal, reviews and approvals.

Tax Increment Financing: Per the Town Attorney, we contacted and forwarded TIF materials to Patrick McMahon, CEO of Connecticut Main Street Center, for his review and comment. Patrick will return comments to us and we will resubmit to the Town Attorney's Office.

DEVELOPMENT SERVICES – ECONOMIC DEVELOPMENT & ADMINISTRATION (CONT'D):



TOWN OF ENFIELD

Property Maintenance: Staff completed a review of the Town's property maintenance process. Staff will be meeting to discuss next steps and additional work.

Nathan Hale Adaptive Reuse: Staff met with the proposer and his staff on site. They are interested in converting the facility to an active senior living facility and another economic development-related use that would benefit the Town and residents. One option is to use a portion of the structure as a culinary training and small business incubator.

Town-Owned Properties Sales: Staff has submitted final draft of RFP for real estate broker services. RFP has been forwarded to the Town Finance Department for comment. Plan to release in the next two weeks.

878 Enfield Street: Town Council approved sale of the land for development. Staff is working with property owner on the review of the survey required for the agreement.

100 High Street: Staff met with well-respected and successful theater group looking to relocate to High Street. Additional meeting on January 10 included a tour of the building with theater board and staff.

DDS Public Information Staff Committee: Met with staff to review all DDS public information documents to create a strategy to unify the appearance of documents. Discussion led to improved understanding between the Divisions about the issuance of permits and our communication with the public. Group agreed to continue pursuit of goals to unify public outreach and information efforts including revamping our website. Staff in Building and Planning Divisions are working to review application and review processes and schedules. Goal: *simplicity, consistency, and efficiency.*

Conservation Commission/Agriculture Commission: At their meeting this week, the EAC and ECC agreed to goals and objectives for 2018.

Economic Development Commission: Staff hosted a Lunch and Learn Session this week that included an update on Transit Oriented Development.

Transportation Planning: Staff met with CDOT and MPO to discuss the scope and schedule of the Elm Street and Hazard Avenue traffic study. The study will include scenario planning to determine the impact of redevelopment of the Square site on the transportation network. The goal is to improve safety, access, and increase capacity.

Community Gardens and Farmers Market: Town of Enfield DDS received a \$1500 grant to rebuild garden boxes and enhance the site. Press release and application for 2018 Farmers Market developed and ready for release. Updated name to Enfield Regional Farmers Market.

DEVELOPMENT SERVICES – PLANNING & ZONING (CONT'D):



TOWN OF ENFIELD

Pending Applications: (selected)

- 91 Simon Road, The Scantic Villages - 36 lot subdivision. New Application complete as of December 7 and scheduled for public hearing at the Planning & Zoning Commission on February 1. This application is the result of a Superior Court decision.
- Large Area Flexible Multi-Family Housing Zoning Regulation - Enfield Properties, LLC applicant. Public hearing held December 21. Formal application withdrawn. Applicant to make revisions and new proposal to go to PZC workshop.
- **King St** - 2 proposed industrial buildings totaling 600,000 square feet to be used for distribution and flex-use.
 - Public hearing opened at Wetlands on December 19. Continued to January 16. All new revised application received on January 8. Will be taken up on February 6.
- **40 Moody Rd** – DPW Proposed Truck Wash.
 - Aquifer Protection and PZC site plan application heard December 21. Tabled to receive Water Company comments. Will be taken up January 18.
- **34 Enfield St and 585 Hazard Avenue** - Improvements to McDonalds.
 - Applications do not meet design standards.
- **IWWA Town Road projects**-multiple
 - Pine Grove, Tanglewood, Town Farm, Bridge Lane, Thompsonville Northeast, Laurel St, Post Office Road and Post Road, Thompson Southeast. Green Manor.
 - To be heard by IWWA on January 16.
- 2 Connecticut Avenue, ZBA Variance application on lot size for commercial application. To be heard by Zoning Board of Appeals on January 29.
- **Location approval**
 - Automotive, King St to be heard ZBA on January 29.

Pre-Application Assistance: Staff working to assist the following projects in advance of their formal Commission review submittal:

- Hazard Ave - O'Reilly Auto Parts to be located at the site of the former Webster Bank.
- Enfield Housing Authority - Looking to amend the zoning regulations to accommodate Enfield Manor.
- 264-268 Hazard Avenue - Proposed demolition and new construction of new office buildings.
- 143-153 Elm St. - Proposed Commercial plaza. Working with owner on application to IWWA.
- Freshwater Stateline Plaza – Proposed new Panera Bread as a freestanding building with a drive-through.

DEVELOPMENT SERVICES – PLANNING & ZONING (CONT'D):

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TOWN OF ENFIELD

Zoning Regulation Amendments

Moving forward with updates.

- Working on River Gateway vision and regulations
- Updating definitions
- Updating use table
- Reviewing Zoning districts vs the adopted POCD land Use Map

EMS:

Community Relations: We have been having several, soon to graduate, EMT students riding with Enfield EMS as observers.

Training: Updated staff regarding pediatric sepsis care and management.

Personal Highlights: Paramedic Mike Pope and EMT Shawn Maloney received praise from Hartford Hospital's emergency department and cardiac catheterization lab for a terrific job with recognition and management of a patient with an evolving MI (heart attack). The patient was taken directly to the "Cath Lab," had successful opening of the blocked coronary artery, and was discharged home after a short three day stay.

INFORMATION TECHNOLOGY:

Current/Recent Projects: The Information Technology Department continues to work on a variety of projects. Some of the more notable projects are as follows:

WPC – We are working with Cox Communications to improve bandwidth capabilities for WPC for smoother and quicker operations of plant.

IT Statistics - IT is keeping metrics on how many website hits, how many people were on our guest wireless network, and how many work orders we close in accordance with our Service Level Agreements. For December; we have closed 389 tickets, received 69,189 hits to our website, and had 10,989 guests using our wireless access.

RECREATION:

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TOWN OF ENFIELD

Recreational Programing:

- Winter programming began the week of January 8.
- The winter/spring session of Playgroup held at the Angelo Lamagna Activity Center has started. The mirrored room is now open Monday – Friday from 9:30-11:00am for drop-in play. Parent or caregiver must accompany their child.
- Registration for Winter 2018 swim lessons have begun. Limited spots remain in select levels.
- Spring program preparation has started. Watch for upcoming spring program information starting in February.

For complete program information, visit the Town's website: www.enfield-ct.gov/recreation.

Liaison Committees: The Athletic Hall of Fame is looking for biographies on potential candidates for their 2018 Induction Class. To nominate someone, go to their website: www.enfieldathletichof.org.

SOCIAL SERVICES:

Service Programing: The Department of Social Services constantly strives to provide quality services and programs to meet the needs of the community. Highlights of our recent efforts in these areas are as follows:

Senior Center Advisory Council Update:

- At their December meeting, the Senior Center Advisory Council endorsed recommendations developed by staff for efficiency, cost savings and changes in the weather closure policy. Those endorsements include raising event ticket prices to \$10 starting in February to cover the costs of the dessert provided, stop using Town funds for food expenses related to the "Bingo Meal" on Tuesday evenings, stop coffee service at 2PM and stop using the BOE school closure policy to dictate closure for the Senior Center.
- The Advisory Council is still considering the recommendation the Director made in the fall to request legislation establishing the Council, providing a clear charge, as well as clarifying membership appointments and terms of service.

Friends of the Senior Center Update:

- The Director is awaiting documentation requested from the FoSC Board Chair regarding a written policy & procedure for staff to submit requests for funding consideration and a complete list of purchases authorized by the FoSC for the Senior Center from 2006 – present.
- Two boxes of historical files that were prepared, labeled and sealed by staff in October at the request of the FoSC were moved to the Town Hall on January 5.

SOCIAL SERVICES (CONT'D):



TOWN OF ENFIELD

Service Programming (Cont'd):

Senior Center Update:

- A new Stability Ball fitness class, offered by a PRIME Fitness staff member, has reached the limit for registrations. This class is one of several new free offerings designed to generate expanded membership and participation.
- The new Inclement Weather Closing Policy was implemented on January 5, allowing people to attend fitness and art classes, use the PRIME Fitness center, enjoy the congregate meal lunch program when schools are closed. The new policy will continue to be posted and advertised in the weekly column, in the monthly newsletter and at the Senior Center.
- Budget conscious policies were put into effect, by discontinuing two winter classes that would have been a cost to the Town as registration fees didn't generate the necessary revenue to cover expenses.

Enfield Child Development Center:

- The Center continues to be full in all its programs and is working on fall 2018 enrollments now.
- The Center is preparing for its 5-year re-accreditation visit from the National Association for the Education of Young Children. Fifty percent of the classrooms will be observed as well as a review of parent and family surveys, classroom portfolios and a program portfolio. We are anticipating the two day visit by February.
- In conjunction with our early child hood collaborative KITE (Key Initiatives to Early Education), the administrative staff is planning for the annual "Preparing for the Kindergarten Transition". This event is for parents and educators of children who will start Kindergarten in the fall of 2018.

Family Resource Center:

- The Family Resource Center is currently recruiting for our Parents as Teachers program for parents of children ages birth-five and expectant parents. This is an evidence-based model that offers personal visits in the family's home or at one of our centers to support parents as their children develop.
- The FRC is partnering with the Enfield Senior Center to provide an intergenerational Valentine's Day cardmaking activity for young children, their families, and Senior Center patrons on January 26.
- Our Social Worker and UConn School of Social Work intern will be providing a 10-week "Boy Power" support group session in collaboration with the Enfield Child Development Center for 11 and 12 year-old boys focusing on improving self-esteem, communication, and social skills. It's a companion program to the "Girl Power" session provided in the fall.
- The FRC will welcome student interns from Bay Path University's Occupational Therapy program to our Learning through Playgroups beginning January 9.



TOWN OF ENFIELD

SOCIAL SERVICES (CONT'D):

Service Programming (Cont'd):

Adult Day Center:

- The Child Development Director Karen Edelson and her Accounting Clerk Lisa Kozak offered a training on the CT Adult and Child Food Program administrative, billing and program requirements at monthly staff meeting on January 18. The ADC had been out of compliance with the annual training requirement since October. ECDC and the ADC share comparable reporting requirements as both participate in the CACFP Program for meal reimbursement.
- The annual CACFP audit will be conducted in February. Staff have been asked to conduct a pre-review by the end of January in preparation for the State's visit.
- On January 2, new menus reducing the intake of sugars and carbohydrates was introduced to the ADC. The menus were prepared and approved by a licensed dietician and prepared in accordance with the CACFP regulations so the Town can begin billing for reimbursement for the AM & PM snack.
- All ADC meals and snacks are prepared by the Kitchen Crew at the Child Development Center and have been since October of 2016 when CRT raised the cost of their lunch service. The meals served for seniors contain larger portions than the meals prepared for the ECDC kids and are intentionally lower in sodium and sugar and higher in fiber and protein.
- In breaking with prior practice, additional CNA staffing was authorized in December from 11:30AM – 3:00PM to provide coverage for staff to take their federally required half hour lunch break.
- The ADC Therapeutic Rec Director who coordinates and supervises the ADC volunteers has been asked to contact retired ADC employee Darlene Gallagher and offer her the opportunity to call Bingo. Normal procedures for volunteer screening will be followed.
- The daily census at the ADC continues to follow the yearly winter downward trend that starts in December, mostly due to illness and related hospitalizations in the patron population.

Transit Services:

- Magic Carpet, Enfield's only public transportation service supported by the Department of Social Services with State funds, is celebrating its fifth year of operation. More detailed information will be provided as we plan to celebrate milestone in late January. No Town funds will be needed to support this activity as these expenses are allowable costs under the State DOT grant.

SOCIAL SERVICES (CONT'D):



TOWN OF ENFIELD

Service Programming (Cont'd):

Youth and Family Services:

- Was awarded the Connecticut State Targeted Response to the Opioid Crisis Community Mini Grant. The award valued at \$5,000 will be used to implement activities in the community between now and April 2018 to include Narcan training, enhancing our opioid safe storage and disposal plans, promoting DMHAS "change the script" campaign, promoting prescription drug monitoring systems among prescribers, and continuing to work with our coalition to implement substance abuse prevention and behavioral health promotion initiatives. This item will be removed from future PARs.

Neighborhood Services:

- Two longtime NCAAA CHOICES volunteers who offered their services out of the Senior Center have announced their "retirement". The two Neighborhood Services staff who are trained as CHOICES volunteers will be taking over their appointments so there will not be any reduction in service. This item will be removed from future PARs.

PUBLIC WORKS:

DPW Management Study: Eight responses were received on December 12. Interviews with the top rated firms are taking place in the next two weeks.

Referenda Support: DPW staff, at all levels, is currently supporting three referenda projects: Energy Performance Upgrades, Water Pollution Control System Upgrades and ROADS 2015. Brief updates, where appropriate, are included below.

2015 ROADS Project Updates: Updates on ROADS projects are regularly posted by ROADS Engineer, Donald Nunes on the Town's web site: <http://www.enfield-ct.gov/371/Construction-Project-Updates>. At the request of the Director of Planning, IWWA presentations that were scheduled for January 2 have been moved to January 16. The ROADS team now has six (6) presentations on January 16, listed below.

Bridge Lane: The ROADS team will present to the IWWA on January 16.

Pine Grove-Tanglewood: The Engineering Office attended the December 5, 2017 meeting of the Inland Wetlands and Watercourses Agency and the December 21, 2017 meeting of the Aquifer Protection Agency.

Thompsonville Northeast: The Roads team will present to the IWWA on January 16.

PUBLIC WORKS (CONT'D):



TOWN OF ENFIELD

2015 ROADS Project Updates (Cont'd):

Thompsonville Southeast: The ROADS team will present to the IWWA on January 16. Tentative agreement has been reached with the July 4 Committee to re-route the road race to avoid Pleasant St. Soil borings have identified a 2" gas main directly on top of our sanitary sewer on Pleasant St. Discussions with Eversource have commenced re: relocation. We have also identified a dry sanitary sewer on Pleasant St. between Northwood and Lafayette. Camera work is needed to determine the best course of action.

Mullen Road: Traffic complaints regarding truck traffic at the intersection of Steele Road and Mullen Road have been referred to the Enfield Police Department and, via the Town Manager, to the Town Council for further review and action.

Green Manor North: The ROADS team will present to the IWWA on January 16.

Town Farm Road: The ROADS team will present to the IWWA on January 16.

Pavement Preservation Year 4: The ROADS team will present to the IWWA on January 16.

Water Pollution Control Updates: Due to questions from bidders, the bid due date is being extended until January 31 (pending DEEP approval). Addendum No 1 has been issued and approved by CT DEEP. Addendum No. 2 is under review and will be issued within the next week. A second site walk through took place on January 3 and over 35 prospective bidders and subcontractors took part. Please note that a dedicated web site has been established with information regarding the upgrade project. It is accessible at: <http://www.enfield-ct.gov/1089/Water-Pollution-Control-Upgrade-Updates>. A project update presentation to the WPCA will take place on January 16. A second WPCA meeting is being scheduled for February 5 to take action as necessary.

JFK Boilers: Following January 2 Town Council bid waiver approval, a temporary rental boiler was installed on January 9 for back-up heat. The rental boiler will be used for the remainder of the current heating season, allowing time to devise and implement a repair/replacement plan.

PUBLIC WORKS (CONT'D):

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TOWN OF ENFIELD

JFK Middle School PCB Issues: December 2017 quarterly air and wipe sample results show all samples below detection limits except for one air sample in the southwest corner of the kitchen (Green Wing). Area ventilation was improved, and the area was recleaned using EPA recommended methods in preparation for a January 8 re-sampling. Sample results are pending. No obvious source of PCBs was identified in this area.

Public Works is soliciting proposals for interior expansion joint caulking removal, substrate sampling and possible substrate removal (Phase 1), tentatively planned for summer, 2018. Region I EPA will likely require removal of PCB containing materials beginning in 2018.

Energy Performance Contract Update:

- **Street Light Upgrade:** Delivery of the last 50 LED lights was received on January 5. These are scheduled for installation in the next 2 weeks. Only one Honeywell storage trailer remains at the transfer station. DPW continues working with Honeywell and Eversource in addressing outages. Honeywell is promptly replacing failed LEDs (a 1-2% fail rate at installation is normal). Approximately 18 remaining locations are awaiting Eversource power restoration and half of those entail underground wiring work. In addition, DPW is working with Honeywell and Eversource contractors to complete re-wiring and LED installation on Bright Meadow Blvd and at 12 locations where primary lines are in close proximity to the streetlights.
- **Building Lighting:** DPW signed off on substantial completion October 4. DPW is working with Honeywell subcontractor on deficiency punch list.
- **Boiler Replacement:** Boilers installed and operating at Town Hall, Central Library, Adult Day Care, Whitney, Parkman and Enfield Street schools. Boiler management training for DPW staff has been completed. DPW is working with Honeywell subcontractors on controls deficiency punch list.
- **Building Management System Upgrades:** Installed and operating at all buildings. Honeywell contractors working through deficiency punch list with DPW as needed. DPW authorized changes to enable higher unoccupied building temperature setbacks during extreme cold weather to ensure buildings are sufficiently heated upon occupancy.

PUBLIC WORKS (CONT'D):

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TOWN OF ENFIELD

Refuse and Resource Management: Christmas tree pickups will take place on January 12 and January 26, weather permitting. A second press release is being issued this week to remind residents that we will only pick up trees that are free of ornaments, plastic bags and accessible (not buried in the snow bank). Residents are always encouraged to bring their trees to the transfer station. All trees will be ground up, mulched and recycled. The Household Hazardous Waste RFP should be issued in the near future to provide for up to two collections per year. Further delays in issuing the RFP will jeopardize the spring, 2018 collection.

Freshwater Pond Dredging and Dam: Staff has reviewed and recommended that the Town Manager sign the Corps of Engineers' settlement proposal for an updated Mitigation Plan to comply with our 2002 permits. An Emergency Action Plan for the dam was submitted to DEEP and DEEP provided comments noting the application was deficient in 12 areas. DEEP asked the Town to respond and re-submit. Staff is engaging a consultant to assist with the response and we have committed to a March 30 response date.

Truck Wash: The matter was heard at the Aquifer Protection Agency and Planning and Zoning meetings on December 21. This project is scheduled to go out to bid this winter with construction in 2018.

South River St. Bridge: DPW will be attending a DOT coordination meeting (date TBD) with Amtrak and other stakeholders.

Staff Training/Presentations: John Cabibbo, Assistant Town Engineer, visited JFK Middle School on December 8 and discussed drainage and erosion issues with 6th and 7th graders. Dave Forrest and Evan Goodchild were the JFK teachers present for the discussion, which the students videotaped and presented at a school wide showcase on December 21. Kudos to John.

Gregg Gabinelle and Donald Nunes attended a free CCM sponsored workshop in Southington on January 6 titled, "2018 Municipal Budgets & Financial Literacy: Overcoming the Challenges." Both employees attended on their own time on a Saturday.

National Public Works Week May 20-26: As part of a nationwide DPW effort to coincide with National Public Works Week in May, Enfield DPW is planning to participate in an event to collect food and household provisions for local community food banks and to raise awareness of DPW Operations. More information will be provided in the future. This effort will be subsidized by the American Public Works Association and we should incur no out of pocket expenses.



TOWN OF ENFIELD

January 10, 2018

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Youth Services \$1,500

Councilors:

Highlights:

- Youth Services received a donation of \$500 from CVS Pharmacy.
- Purpose of this donation is to support Youth Center Program Supplies.
- Capitol Region Education Council (CREC) awarded Youth Services a donation of \$1,000 to be used toward sending new Youth Council youth to a National Conference.
- The increase in Youth Services Revenue is \$1,500.

Budget Impact:

There is no budget impact.

Recommendation:

That the Town Council adopt the attached resolution.

Respectfully Submitted,

Dawn Homer-Bouthiette
Director of Social Services

Attachments:

1. Resolution.

**ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS**

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: Youth Services

Travel	22040450-558000	\$1,000
Materials and Supplies	22040450-561900	\$500

FROM: Youth Services

Misc. Contributions	22044450- 417050	\$1,500
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CERTIFICATION: I hereby certify that the above-stated funds are available as of January 10, 2018.



John Wilcox, Director of Finance

Date: 1/12/18

APPROVED BY:  _____ Town Manager

Date: 1/12/18



TOWN OF ENFIELD

January 12, 2018

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing the Waiving of Property Maintenance Fines and Liens

Councilors:

Highlights:

- The proposed owner and current occupant of 46 Sword has contacted the Town with regard to waiving outstanding property maintenance liens.
- The only liens she is requesting forgiveness for are for blight.
- The Town will still collect back taxes and well as Clean and Lien fees.
- The occupant has been making regular substantial payments on the back taxes of this property and will be owner through the process of a quit claim deed.
- Town staff has verified the property has been brought into zoning compliance.

Budget Impact:

There will be no impact on the Town budget.

Recommendation:

That the Town of Enfield Town Council approve the attached resolution of authorization.

Respectfully Submitted,

Bryan R.H. Chodkowski
Town Manager

Attachments:

1. Resolution

December 19, 2017

TOWN OF ENFIELD

Office of Town Manager

Attn.: **Bryan Chodkowski**

Town Manager

820 Enfield Street

Enfield, Connecticut 06082

Re: **46 Sword Avenue**, Parcel Number: #0340190

Record Property Owner: JEAN M. LAINO

Applicant/Proposed New Owner: Antoinette Collins



Mr. Chodkowski:

I have sought out and located the formerly hard to find property owner, completed much of the required documents to begin title transfer, have recently completed the probate requirements and recording of those probate documents to the town clerk's office. Additionally, I have made and continue to make regular monthly payments to reduce and ultimately eradicate the backlog of outstanding property taxes.

During this lengthy time of document preparation and amidst many unforeseen delays I took the opportunity to make exterior repairs I believe were necessary to improve the appearance of the house and possibly bring it into blight compliance.

I, the proposed new owner, would like to meet with you to discuss an Agreement for Remediation of the blight, inclusive of a Waiver/Release of the Liens and the excessive accumulated penalties. It is my understanding that an Agreement and Waiver/Release are required **before** title recording can occur. The liens and excessive penalties are a major financial burden above what I have already invested financially.

At your earliest convenience, let me know when we can meet. Please send a written confirmation to my e-mail address.

I look forward to working with you to complete title transfer of this long vacant and once dilapidated house that I want to call home.

Thank you,

Antoinette Collins

tymwisze@lycos.com

860.532.9226

ENFIELD TOWN COUNCIL

RESOLUTION No.

Resolution Authorizing the Waiving of Property Maintenance Fines and Liens for 46 Sword Avenue

WHEREAS, on January 20, 2015 Charles C. and Jean M. Laino were the record owners of 46 Sword Avenue (the property) and were cited and fined for violations of the Property Maintenance Ordinance; and

WHEREAS, the property owners did not contest the citation and were deemed to have admitted liability; and

WHEREAS, the hearing officer notified the property owners in writing of such decision; and

WHEREAS, a lien securing the fines was recorded in the Town's land records in volume 2654, page 1085; and

WHEREAS, Antoinette Collins is living in the house and has brought the property into compliance and is making regular payments to address delinquent taxes; and

WHEREAS, Jean M. Laino, the current owner of record, intends to convey the property to Antoinette Collins; and

WHEREAS, Antoinette Collins has requested that the Town waive the property maintenance fines and release the above-referenced lien in order for the property to be conveyed to her unencumbered by such fines and lien; and

WHEREAS, the liens securing unpaid property taxes and to recover costs incurred by the Town to clean the property shall remain in full force and effect.

NOW THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby waive the property maintenance fines and authorizes the release of the lien recorded in the Town's land records in volume 2654, page 1085

Date Prepared: January 10, 2018

Prepared by: Town Manager's Office